

Working Title Forest Officer – Unit Crew & Hoist Program Supervisor		Name	
Position Number	Reports to Position No., Class & Level Forestry Division	Division, Branch/Unit Division, Forest Operations/Edmonton	Ministry Alberta Forestry and Parks
Present Classification		Requested Classification	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities; the framework within which the job has to operate and the main contribution to the organization (see [Section 2.3](#)).

In this position of a fully experienced Forest Officer level will carry out a range of duties that supports the delivery of the Wildfire Crew programs within the Forest Operations Branch.

Alberta Forestry and Parks and its employees are committed to promoting a safe and healthy workplace. All employees are expected to practice the Alberta Public Service Values of Excellence, Integrity, Accountability and Respect.

The focus of the position is to supervise the Edmonton wildfire crews and assist with the provincial hoist trial and subsequent remote access program evaluation and development.

It will also include assisting with provincial recruitment as well as direct recruitment for the Edmonton Unit and remote access crews. A secondary focus will be to assist with provincial projects to improve the wildfire crew programs including retention and recruitment.

The position requires to be prepared to respond to wildfire incidents and participate in rosters as required. The position incumbent requires minimal supervision which carries out all duties of the fully working level of a Forest Officer.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see [Sections 2.1](#) and [2.2](#)).

1. Supervise the Edmonton Unit as well as the hoist trial crews, providing mentorship to ensure in a safe and effective operations.

Activities

- Assist with the recruitment, commencement and administration of the Edmonton Unit and Edmonton Hoist.
- Coordinate trucks, phones, ipads, equipment and ensure readiness for start of the season.
- Continue to develop Edmonton wildfire crew administration plan including facility requirements.
- Work with the Edmonton crews to train, mentor and oversee general performance the crew.
- Audit physical fitness and preparedness levels of assigned seasonal staff.
- Ensure all incidents/accidents are documented and completed in a timely and efficient manner.
- Assist the development of project work and assign projects to seasonal staff.

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- Ensure seasonal staff are able to respond to incidents as directed by the Duty Officer.
- Complete inspections and provide supervision of the assigned wildfire crew.
- Ensure all timesheets and other fire related documentation is sent to data entry in a timely manner.
- Complete performance appraisal for Crew leaders and assist Leader and Sub-Leaders with performance appraisal as required.

2. Assist Provincial Remote Access Trial and Program Development

Activities

- Support investigation of remote access technologies and provide feedback.
- Support contract development for specialized aircraft procurement.
- Visit wildfire remote access crews and Forest Areas for remote access program feedback, improvements and standardization.
- Course chair for any remote access specific training.
- Provincial remote access gear purchasing.
- Remote access equipment inspection coordination.
- Continual program development an improvement input.
- Create, continually update and improve remote access manuals, business rules and forms.
- Investigate emerging technologies applicable to wildfire remote access.

3. Actively carries out a variety of roles to assist with the pre-suppression and suppression of wildfires within the province as required.

Activities

- Performs various roles in the Incident Command System.
- Actively participate in the suppression of wildfires within the forest area and provincially as directed by the Area Duty Officer.
- Conduct smoke investigations.
- Assist with the coordination, communication and briefings of fire line personnel, incoming wildfire resources, and local stakeholders.
- Guide suppression resources in an appropriate manner to contain and control wildfires.
- Ensure all Standard Operating Procedures, Provincial Policies/Procedures and Business Rules are followed and all wildfire operations are done in a safe and efficient manner.
- Respond to fires as the initial resource and determine the need and or level of wildfire investigation required.
- Respond to all wildfires at all times as directed by the Duty Officer.
- Provide for the general safety of the public around wildfire operations.
- Ensure communication of Safety briefings, PPS plans and alert status to pre-suppression resources are conducted and forward Fire Behaviour Predictions to staff under supervision.

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- Remains current in departmental technology and continues to update skills.
- Must understand and adhere to all Provincial Policies, Departmental Standard Operating Procedures and business rules.
- Maintain and use assigned Government vehicles as per policy.
- Complete annual fire line certification review.
- Complete annual performance agreement and quarterly performance conversations.
- Maintain an accurate calendar of present and upcoming activities.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

- Provides supervision to seasonal wage staff and contract personnel primarily involved in wildfire suppression duties. This may include hiring, training, monitoring, and evaluating performance.
- Develop and deliver an effective commencement program to all seasonal wage staff. This will include pre-season fitness testing, identifying training needs, reviewing new & existing policy / SOP's and recommending people for career enhancement opportunities.
- Creative thinking often involves dealing with personnel issues related to the supervision of seasonal wage staff.
- Working knowledge Wildfire Crew Business Rules, exchange standards and SOP.
- Significant decision making when involved in fire suppression activities. This will include financial aspects, safety issues and providing for the safety of the general public.
- Developing relationships with stakeholders and clients in the delivery of provincial wildfire crew programs as well as the Edmonton crews.
- Strive for continuous improvement in all wildfire programs.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Requires knowledge and experience in wildfire crew supervision, fire behaviour, fuel types, firefighting techniques, weather conditions, and topography which have been obtained through formal education, division courses and or related field experience.
- Working knowledge of Standard Operating Procedures, Business Rules, FOIP, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Well-developed communication skills - both oral and written.
- Working knowledge of computer and applicable software (MS Word; MS Excel; MS Outlook; MS Power Point; MS Access)
- Working knowledge of GIS/GPS systems, Field Maps and Avenza.
- Strong knowledge of decision support tools such as AWARE, FIRES and Internet.
- Strong creative thinking and decision making skills.
- Strong leadership and human relations skills in order to direct activities of seasonal staff and fire crews.

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4. Actively improve wildfire crew training as well as proficiency practice, field training and cross training.

Activities

- Performs various roles in the training / mentoring of wildfire crew staff supporting the Hinton Training Center (HTC)
- Mentor Edmonton Crews with ongoing proficiency practice and setup relevant training.
- Create, maintain and improve mutual aid partner contacts around Edmonton to facilitate cross training opportunities for wildfire crews.
- Maintain, create new and update wildfire crew Smartsheet's proficiency practice options.
- Gather feedback from wildfire crew leaders and coordinators for wildfire crew training and practice improvements.
- Work with Hinton Training Center and Wildfire Crew Working Group to update and maintain wildfire training videos.

5. Support the Alberta Wildfire Coordination Center (AWCC)

Activities

- Support AWCC when required in support roles such as Resource Unit Leader, Logistics Assistant, Demobilization Unit Leader and other support positions.
- Act as a briefing and de-briefing officer for incoming and outgoing resources.

6. Participate in the Wildfire Crew Working Group (WCWG)

Activities

- Assists with WCWG mandate and project delivery.
- Collaborate with other wildfire crew coordinators to identify program improvements to WCWG.
- Maintain and update Wildfire Crew SharePoint with feedback from crews and coordinators.

7. Assist with Provincial Wildfire Crew Recruitment and Retention

Activities

- Assist with wildfire crew recruitment throughout the process of fitness testing, interviews and general process improvement.
- Work to improve advertising the wildfire crew programs around Edmonton and the provincially.
- Assist with projects, task or working groups as required to improve retention.

8. Ensure records are maintained in a timely and efficient manner and awareness of Provincial Policies and Procedures are followed.

Activities

- Complete bi-weekly salary summaries including absences and overtime reporting.
- Ensure monthly expense claims are submitted as required by the GOA policy.

resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Date

Manager

Date

Division Director/ADM

Name

Signature

Date

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- Good organization and time management skills as well as strong problem solving skills including the ability to make time constrained decisions.
- Ability to be a team player and work with minimal supervision.
- Ability to lead meetings and give presentations requires knowledge of issues and ability to influence people and results.
- An ability to develop and maintain a working relationship with a wide variety of government representatives, public and industrial stakeholders and First Nations.
- Class 5 driver's License.
- Valid Passport.
- CPR/First Aid Certificate, OH&S certifications, WHIMIS, Transportation of Dangerous Goods (Ground and Air modes), Defensive Driving and Radio Operator's certificate.
- Ability to operate ATVs/OHVs, snowmobiles, and wildfire suppression equipment.
- Progressive fire certification development, obtained by significant experience acting in various positions on wildfires.

CONTACTS: The main contacts of this position and the purpose of those contacts.

- Primarily with Edmonton Forest Operations Branch staff and the Edmonton wildfire crews to ensure effective operation of pre-suppression and suppression activities, as well as with Forest Area wildfire coordinators to assist with program improvement initiatives and recruitment.
- Municipal and County Fire Departments in responding to Mutual Aid fires, cross training or educational events.
- General public, general inquiries, trade shows or open houses.
- First Nations and Metis Communities within Alberta to further initiatives, employment or pre-suppression and suppression activities.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

There are no permanent staff reporting directly to this position. However, this position does supervise seasonal NR 2-4 staff. Wildfire incident supervision may require supervising resources that are permanent, contracted, emergency hire or out of province personnel.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human