

Working Title Warehouse Supervisor	Name
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Position Number	Reports to Position No., Class & Level Wildfire Operations Officer	Division, Branch/Unit Forestry Division, Forestry Field Operations Branch/ WM Field Ops - Edson	Ministry Forestry & Parks
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Present Class	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Wildfire Operations Officer, this key position is responsible for the warehousing function within the Forest Area including tracking an inventory worth over \$1,000,000. This position is accountable to ensure that there is an adequate supply of materials, supplies and equipment to support the Wildfire Management Branch activities in the Area. Key responsibilities will be in the areas of warehousing, administration/planning, purchasing and procurement, mobile equipment management and support to the Wildfire Management Branch programs, creation and maintenance of the Material Safety Data Sheet program. This position participates as a team member on Incident Command Teams, these teams suppress, and facilitate suppression activities on escaped wildfires, these teams can be activated province wide, inter-provincial and internationally.

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 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

- Supervise and oversee all warehousing activities within the Forest Area to ensure that there is an adequate supply of materials, supplies and equipment to support Wildfire Management Branch in the Area.
Activities:
 - Distribute, track, control and dispose of inventory.
 - Ensure fixed and attractive asset control is kept up to date in the provincial system.
 - Monitor and audit area warehousing operations including inventory control.
 - Coordinate the acquisition and return of fire equipment.
 - Maintain all area equipment to provincial standards.
 - Train new staff, and provide training to other staff on new developments and protocols, relating to inventory management, logistical support processes on incidents.
 - Maintains currency and knowledge on developing areas such as inventory management, large fire management systems such as the Incident Command system, and on new developments on speciality equipment development.
 - Provide support services to Pre-suppression and Suppression resources.
 - Implement the return of sustained fire equipment, which is a critical component in having adequate equipment resources in place for new Wildfire starts.
 - Provides mutual aid staffing assistance to other provincial warehouses.
 - Responsible for purchasing under the direction of an Expenditure Officers direction.
 - Responsible for the disposal and liquidation of surplus items under the guidelines set out as a surplus officer.
- Responsible for mobile equipment management within the Forest Area to ensure that staff is equipped with the mobile equipment required to perform various job functions.
Activities:
 - Management of ATV's and other mobile equipment.

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- Acquisition and management of short-term rentals.
3. Provides support to Provincial Wildfire Management Branch programs as required.
- Activities:**
- Participates / leads task group which are provincial in scope, dealing with such things as: inventory management systems and protocols, fireline equipment allocation and development, logistic roles and responsibilities on incident command teams.
 - Participate as an instructor for training of staff on equipment utilization, logistic support systems, all terrain vehicle safety course instructor, Forklift Safety Course instructor.
 - Participates and acts in a variety of roles on Incident Command Teams as per certification level and knowledge level. This activity is provincial in scope and can be interprovincial or international.
4. Procurement
- Acts as a purchasing agent for the Forest Area
 - Initiating local Material Requisitions for goods and/or services
 - Purchasing from local suppliers and obtaining the best possible price
 - Financial coding & MasterCard reconciliation
 - Entering new purchased Capital Assets on to IMIS system for tracking.
5. Surplus
- Acts as a Surplusing agent for the Forest Area
 - Remove surplus warehouse stock from inventory due to obsolete use or worn out items.
 - Enter declaration on OSSI system and arrange for transportation of goods to Surplus Sales
 - Work with Service Alberta for the surplus sales of items.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Adequate supply of materials, supplies and equipment directly impacts the ability of Wildfire Management Branch staff to effectively deliver programs. This is particularly crucial in the fire season when the success of wildfire suppression is directly dependent on an available and timely supply of equipment, food, supplies, fuel, services and other materials.
- Creative thinking involves independent research on new and improved product lines, testing and cost effective analysis, locating cost effective suppliers as well as originality and creativity to ensure efficient delivery of the warehouse program within budgeted and allocated resources.
- A key challenge of this job is inventory management and related procurements activities during a busy fire season. Requests and orders come in from a number of fires and locations, and it is the responsibility of this individual to ensure that the equipment and supplies, etc. are available. This involves strong organizational skills, an effective inventory monitoring system as well as established sources of supply to meet fluctuating needs.
- All day-to-day operational decisions to carry out the logistics coordination function are made independently by their effectiveness according to the needs identified by the fire operations staff. This would include supplying crews with the necessary equipment for the type/location of fire and ensuring all transportation logistics are in place to transport equipment and supplies.
- Must organize the warehouse so that it is fully functional and capable of supplying equipment during regular and emergency situations in an effective manner. The type and amount of equipment is continually changing and the job must make decisions regarding the best methods to store, ship and service supplies and equipment.
- Role involves procurement/warehousing, fire logistics support, mobile equipment maintenance, staff supervision, and administrative/financial components.
- The role on Incident Command Teams when activated can be complex, as the different roles taken on have separate functions. Incident Command Teams have to be adaptable and coordinated, as a team member, it is essential that there is understanding how the different functions and roles inter relate and contribute. These

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teams also operate in an emergent environment, which requires a high level of understanding and knowledge combined with sound decision-making.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- Grade twelve diploma.
- Minimum of four years warehousing experience or four years of experience in the wildfire program at the Area level including supervisory experience.
- Well developed knowledge of inventory mandatory concepts.
- Good organizational and supervision skills.
- Good written and verbal communication skills to communicate with suppliers and line staff.
- Good knowledge of Incident Command System and its application to the management of large fire incidents.
- Good knowledge of basic training techniques.
- Working knowledge of Dangerous Goods and WHMIS requirements.
- Basic computer skills.
- Knowledge of basic transportation (truck and air) concepts.
- Extensive knowledge of Inventory Management, good knowledge of Department Financial Procedures, Fire Costing Business Rules, Wildfire Management Policy and Standard Operating Procedures, Occupational Health and Safety Act and Regulations, Contracts, Fireline Equipment Standards, Pre suppression System, Wildfire Area Management Area Policies and Procedures and Equipment Catalogues.
- Knowledge of equipment capabilities and limitations.
- Knowledge of the Fireline Certification system, in particular the areas or functions that relate to logistics.
- Class 5 Drivers License.
- Standard First Aid Certificate
- WHMIS Certificate
- Transportation of Dangerous Goods certificate, Air and Ground Mode.
- Ability to operate 4WD and 2WD trucks, forklift and pallet movers, and materials handling equipment (strappers, box stapler, scales).
- Good physical condition and ability to lift heavy (75 lbs) objects in a safe manner is required.

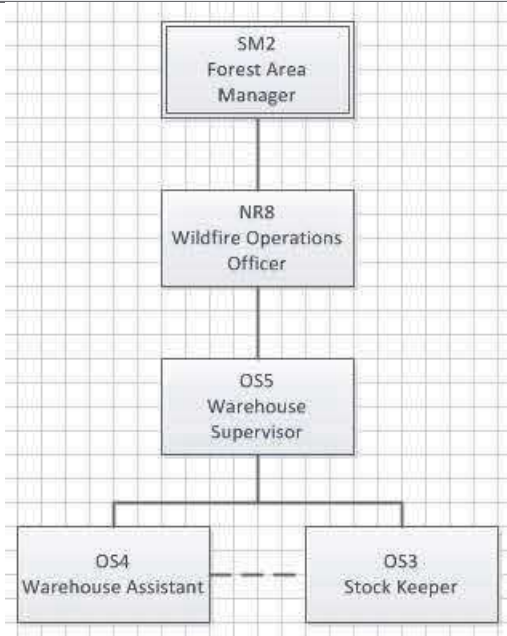
CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Contact with suppliers for purposes of procurement of required supplies that meet operational specifications as well as researching new and improved product lines.
- Contact with other warehousemen and other FD staff while participating on working / task groups. The contact provides for knowledge sharing.
- Contact with permanent and seasonal staff in a training role, this contact requires that staff understand processes and protocols.
- Contact with Incident Command Team members while deployed on an incident, this contact ensures coordination of the various functions to ensure the team has the ability to meet suppression goals in an emergent situation.
- Contact with provincial warehouse to order materials and supplies for the Area as well as provide input regarding equipment protocols needs/types and warehousing procedures.
- Contact with field delivery staff and Duty Officer (during fire suppression activities) to clarify material, products, transportation and services required.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).



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 resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 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 (see Writing Guide [Page 16](#))

Incumbent

	Name	Signature	Date
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Manager

	Name	Signature	Date
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Division Director/ADM

	Name	Signature	Date
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