

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

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|---|---|--|---------------------------------------|
| Working Title Wildfire Prevention Officer | | Name | |
| Position Number | Reports to Position No., Class & Level | Division, Branch/Unit Forestry, Forest Operations/ Fort McMurray Forest Area | Ministry Forestry and Parks |
| Present Class | | Requested Class | |
| 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 Non-Management Job Description Writing Guide [Pages 7-8](#)).

Under the overall direction of the Forest Area Manager, the Wildfire Prevention Officer is responsible for planning, budgeting, and coordination and delivery of all elements of the fire prevention component of the Wildfire Management program in the Fort McMurray Forest Area. The fire prevention program consists of the three elements of education, engineering and enforcement, which are intended to reduce the number and severity of wildfires in the Area. This position provides leadership to staff, develops cooperative working relationships with internal and external stakeholders, and leads planning to implement the Provincial and Fort McMurray Forest Area wildfire prevention goals. The Wildfire Prevention Officer will provide leadership in the areas of prescribed fire, FireSmart, enforcement and maintaining values at risk and hazard mapping to create a fire smart landscape. The Wildfire Prevention Officer serves as the Enforcement Coordinator providing leadership to the enforcement program and Peace Officers by ensuring consistent implementation of a compliance program that generates voluntary compliance, educates the regulated community and the public, and responds to non-compliance through a variety of compliance options. The position strongly participates in provincial prevention planning and initiatives and assists directly in wildfire operations.

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](#)).

1. Provide leadership to the Fire Prevention Program by effectively allocating staff resources, establishing work priorities, monitoring/evaluating performance and maintaining a safe and productive work environment in accordance with the Human Resources, Occupational Health and Safety and union contract guidelines.

Activities:

- Responsible for the supervision and training of Wildfire Technologists, Forest Officers; and works closely with administrative support staff assigned to the fire prevention section.
- Responsible for the development of performance agreements and work plans. Assigns work to ensure continuity of workflow, establishing work priorities and schedules.
- Monitors and evaluates performance, conducts performance reviews and deals with staff issues.
- Oversees contractors who function as Industry Liaison, Structure Protection, Prescribed Fire and FireSmart Community Zone Planners, as well as provide direction to other Area staff when carrying out tasks that support the initiatives of education, enforcement and engineering.
- Participate in the interviewing and selection of new employees.
- Works closely with the Information Coordinator as well as provide direction to other Area staff when carrying out tasks that support the initiatives of education, enforcement and engineering.
- Coordinates support through community outreach staff to enhance educational opportunities within the various communities, stakeholders and clients.

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2. Oversee and coordinate the delivery of the enforcement component of the fire prevention program in accordance with the law, legislated authorities and established strategies, policies, standards and procedures.

Activities:

- Supervises the delivery of the enforcement component of the fire prevention program in the Area through effective staff supervision (both internal and contract staff), proper guidance and the efficient allocation of staff resources.
- Audit to ensure that field application of statutes and regulations is appropriate, consistent and fair.
- Ensure that thorough wildfire investigations are conducted and make recommendations regarding prosecutions to management.
- Coordinate with AWCC's Enforcement Section to ensure timely wildfire prosecutions and wildfire cost recoveries.
- Initiate wildfire cost recovery action in accordance with wildfire cost recovery policy.
- Makes recommendations for the fire control orders such as bans, closures and extinguishments to conjunction with Forest Area Manager, Wildfire Operations Officer (WOO) following consultation with local governments and major stakeholders in Area.
- Ensures plans are in place to communicate fire ban, Forest Area Closure and wildfire information to the public and stakeholders.
- Implement a program for industrial operations to ensure plans, operations, and equipment are in accordance with the Forest and Prairie Protection Act and Regulations.
- Develop and implement Forest Area enforcement procedures and ensure they are aligned with the strategic direction of the Branch and compliance with associated Acts and Regulations
- Develop Peace Officer training requirements and ensure these are maintained to uphold Officer safety
- Track Peace Officer activities and violation/warning tickets to meet specified requirements as stated in the Peace Officer Ministerial Regulation. Review and sign all reports, tickets, and court briefs completed by Peace Officers to indicate approval prior to submission for court processing

3. Develop and implement an annual Wildfire Prevention Plan for the Area that will encompass the three key components of fire prevention.

Activities:

- Identify and address critical problem areas in terms of location and fire cause and develop prevention responses to address these problem areas. Includes historical analysis of wildfire causes and characteristics, trends, root activities, all leading to effective prevention responses and planning.
- Establish public relations/education strategies to promote programs and strategies supporting fire prevention (will include both a local media and public information campaign.)
- Communicate division programs and encourage compliance with legislation by meeting one-on-one with stakeholders, as well as deliver workshops and presentations regarding enforcement, FireSmart concepts and association regulations.
- Establish and maintain relationships with other organizations and agencies such as FMA holder, Quota holders, other major industrial stakeholders, municipal governments, enforcement agencies and indigenous groups, regarding prevention initiatives and partnerships.
- Represent Area interests at the local level on committees and at public meetings in relations to fire prevention issues.
- Liaise with representatives from other government departments on issues of mutual concern.
- Negotiate mutual aid agreements with key stakeholders in the Area.
- Provide direction and support to the Area's Information Coordinator to ensure local prevention education and wildfire information programs are delivered in a timely and effective manner.

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4. Develop and implement wildfire engineering initiatives on the forest landscape in conjunction with major stakeholders that will minimize fire occurrences and loss of resources due to wildfires.

Activities:

- Plan engineering aspects such as wildland urban interface and community zone initiatives, which will lead to risk reduction and minimize fire spread and severity. Lead FireSmart initiatives and develop a strong program in the Area, development of plans, implementation, comparative analysis of change and success of projects, monitoring for continued science and engineering progress.
- Maintains hazard risk and values at risk mapping utilizing up-to-date information obtained from stakeholders, research and observations in the Area.
- Coordinates prescribed burn program for the Area which includes identification, inventory and sequencing of possible prescribed burns.
- Establishes a strong interface with key stakeholders to partner in the identification and preparation for potential prescribed burns.
- Provides input to operational Forest Management Plans from a fire perspective to ensure fire concerns are identified and incorporated.
- Work closely with local government (Regional Municipality of Wood Buffalo) to influence revisions to fire and land use bylaws.
- Develop strategic plans to reduce catastrophic wildfire spread, reduce economical impact, and promote benefits to landscape ecology.

5. Performs general administrative functions to ensure achievement of business objectives established for the Area.

Activities:

- Assist with development of goals, objectives and strategies for the Fort McMurray Forest Area.
- Participate in development of the Program and Area budget.
- Administer assigned section budget.
- Provide input into the development of divisional policy relating to fire prevention by participating in task forces and working groups.
- Coordinates suppression cost recovery for department resources provided for mutual aid requests to the Regional Municipality of Wood Buffalo, Parks Canada, Northwest Territories and Saskatchewan.
- Audit FIRES data entry for all prevention-related modules for timeliness and accuracy.
- Prepare business cases for grants, assisting parties through application process.
- Provides support and coordination for Junior Forest Ranger Program.
- Acting Forest Area Manager when required.

6. Works closely with other Branch and Division staff and the Alberta Wildfire Coordination Centre to ensure an integrated approach to the management of the forest landscape.

Activities:

- Integrate with Foresters regarding landscape planning at an optional level.
- Assist WOO and Forest Area Manager in escaped fire and multi-fire assessments and forecasts.
- Participate in export role as certification and expertise dictates.
- Provide data and analysis support for Area's GIS group, help enhance overall capability of the GIS program for planning and operational and preparation product returns for all Area programs.
- Participate in updating and maintaining fuels and values at risk data for AWARE, Wildfire Threat Analysis and other decision support systems.
- Integrate messages to public and stakeholders with consideration for other department communications to enhance overall communiqué and avoid any potential conflicting messages.

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7. Education: Working with the Department's various communications groups and expertise, develop and implement an education and information program, targeting local government, industry, residents, recreationists and other stakeholders in the Forest Area.

Activities:

- Establish public relations, education and information strategies to promote programs and strategies supporting fire prevention (will include both a local media and public information campaign).
- Information Campaign includes development and display of distribution of mail-outs, pamphlets, manuals, newspaper articles, signs and billboards, in accordance with Communication Division's standards.
- Communicate Division programs and encourage compliance with legislation by meeting one-on-one with stakeholders, as well as deliver workshops and presentations regarding enforcement, FireSmart concepts and associated regulations.
- Participates in the planning of Prevention and community events such as the Provincial Wildfire Prevention Forum, local open houses, Forestry Week events, Emergency Preparedness Day, etc.
- Establish and maintain relationships with other organizations and agencies such as RCMP, major industrial stakeholders, municipal governments, municipal fire departments, and aboriginal groups regarding prevention initiatives and partnerships.
- Represent Area prevention interests at the local level on committees and at public meetings.
- Coordinate staff and external client (industry, municipal staff, fire department) attendance at wildfire training courses.

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](#)).

- Position is responsible for the delivery of the fire prevention program in the Fort McMurray Forest Area. This program consists of the three elements of education, engineering and enforcement, which are intended to reduce the number and severity of wildfires in the Area.
- Directly impacted stakeholders in the Area include Regional Municipality of Wood Buffalo, 7 First Nations Bands, 1 Tribal Council, 3 Hamlets, the City of Fort McMurray including rural subdivisions, FMA holder Alberta Pacific Forest Industries, Quota Holder Northland Forest Products, oil and gas companies including major oil sands projects, utility companies and broad public use of the lands for recreation and a variety of other uses.
- Develop FireSmart communities and landscapes.
- Maintain proficiency in the strategic direction of the Peace Officer program to protect the public interest and make sure the Peace Officer role produces effective and appropriate enforcement exercised in accordance with existing legislative and policy frameworks by ensuring that directions of professionalism, accountability, and standards are maintained
- Makes decisions in wildfire cost recovery situations, which require significant judgement to determine billable wildfire control charges. This also includes cost recovery of suppression costs for mutual aid requests from municipalities outside the Forest Protection Area. The position must consider a range and variables and utilize discretion in terms of determining how much to charge the individual/group/company responsible for a wildfire. This also includes negotiating payments, as well as looking at alternative dispute resolutions.
- Participate in risk reduction methods as identified in the Area Wildfire Management Plan
- Provides direction to subordinate staff in section (approximately six permanent, 3 seasonal wage and one contractor position) and indirect supervision to other Area staff when involved in tasks related to education, engineering and enforcement. Also responsible for supervision of contract staff that is responsible for delivery components of the prevention program.
- Participate in wildfire operations in the Area and Province's Incident Command System, which expects performance provincially, nationally and internationally, as required and requested.

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](#)).

- Diploma in Forest Technology or degree in Forestry and/or Forest Fire Management.
- Member or eligible for either College of Alberta Professional Foresters or College of Alberta Professional Forest Technologists.
- Complete specific Peace Officer training and maintain the knowledge to interpret legislation and regulations to carry out position requirements and to conduct program inspections to assess compliance.
- Advanced knowledge of delegated authorities, legislation associated with violation/warning ticket writing, self-defence tactics, investigative procedures, interviewing techniques, statement analysis, evidence collection, and court procedures and documents, to withstand charter challenges and ensure successfully prosecution.
- Complete specific ENFOR training to track Peace Officer operational activities, investigations, evidence seized, and complaints. Enter violation/warning ticket information, and exhibit tracking. Maintain and search occurrences and a subject/offender
- Extensive related experience which has provided a sound background in fire suppression, fire prevention and land management planning and operations.
- Knowledge of fire behaviour, fuel types and effects of topography on fire, as well as the ability to understand and apply complex scientific principals of fire behaviour. Working knowledge of the Canadian Forest Fire Danger Rating System and decision support systems used by FPD (AWARE, Wildfire Threat Rating System, Prometheus and others), is essential.
- Knowledge of land management to plan the fire component into the landscape. Must have a good working knowledge of applicable resource plans
- Working knowledge IWCP electronic submissions, FireSmart database, GIS, and FireWeb
- Working knowledge of Municipal Emergency Plans, Alberta Emergency Plan, Mutual Aid Agreements, Fire Control Agreements, Border Zone Agreements, Indian Reserve Agreements, Parks and protected lands that are in effect in the Area that can impact prevention activities. Familiar and able to properly interpret Forest and Prairie Protection Act, Forest Act, Public Lands Act, Occupational Health and Safety Act, Municipal Government Act, and all related regulations, business management rules, directives, Operating Ground Rules and plans.
- Highly developed verbal communication skills.
- An ability to develop Area-specific strategies in fire prevention.
- Ability to lead and be part of a team to meet Division and Department goals.
- Strong leadership skills.
- Ability to apply extensive experience, effective coaching skills and constructive feedback to help subordinate staff develop their skills.
- Well-developed investigative skills.
- Ability to work in harsh environments (wildfires) with minimal direction or supervision.
- Strong mediation and problem resolution skills.
- Class 5 Driver's License.
- Wildfire specialist training.
- First Aid Certificate, OH & S Certifications, TDG, WHIMIS and certified at the IC 2 Level.

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

- Develops and maintains relationships with other organizations and agencies such as other government departments and Divisions, other local enforcement agencies, municipal councils and development planners, Emergency Management Alberta, aboriginal groups and non-governmental organizations.
- Develop working relationships with RCMP, Alberta Sheriff's, and Crown Prosecutors
- Works with federal government departments such as National Parks, Indian and Northern Affairs

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- Canada on joint prevention initiatives.
- Develops and maintains relationship with forest industry, the oil and gas industry, and commercial recreation operators.
- Develops and maintains relationships with local media.
- Provides education to the public and industry regarding FireSmart concepts and associated regulations.
- Works directly with aboriginal groups to implement FireSmart recommendations identified in FireSmart Community Plans.
- Deals directly with utility companies and rural electrification associations to administer agreements regarding power line/tree maintenance.
- Negotiates fire and mutual aid agreements with municipalities inside and outside the Forest Protection Area.
- Represent Area interests at the local level on committees and at public meetings in relation to fire prevention issues.
- Liaise with representatives from other government departments on issues of mutual concern.

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

- Reporting directly to this position are two Wildfire Technologists (NR 7) – each of whom supervises up to two NR 6's and seasonal staff. May occasionally supervise or directly influence other Area staff and in addition, significant numbers of other staff on wildfire operations.
- While performing Peace Officer duties, Peace Officers (NR7 and NR6) report to and obtain direction from the Wildfire Prevention Officer

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to the last review your position since (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

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date