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Update

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position Number

Working Title (30 characters)

Provincial Helicopter Specialist

Current Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Business Unit

Dept ID

Program Code

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Forestry/Forest Operations/Wildfire Response



Current organizational chart attached?

Supervisor's Position Number

Supervisor's Working Title (30 characters)

Provincial Aviation Specialist

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Provincial Helicopter Specialist is responsible for the safe, effective and cost-efficient use of helicopters to support all wildfire response, pre-suppression and suppression initiatives and is considered the Helicopter subject matter expert for the Forestry Division. This position ensures that all casual charter and long term helicopter contracts are in place and available to utilize each fire season, develops and coordinates the delivery of all helicopter related training programs to internal/external staff and ensures all helicopter related Standard Operating Procedures and Business Rules are developed, implemented and monitored. The Helicopter Specialist coordinates with wildfire staff, the helicopter industry and other wildfire agencies/external stakeholders on a Provincial and National level to ensure a safe and consistent delivery of the helicopter program. This position is involved in coordinating the Night Vision Imaging System (NVIS) for the Branch.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities ([sample policy research job](#)):

1. Manage the Provincial Helicopter Program to ensure the Branch's Helicopter capabilities are in operational preparedness for the wildfire season.
 - Contract manager for all casual charter and 22 long term helicopter contracts, for the province.
 - Contract manager for 3 Aviation Safety Consultant contracts.
 - Monitor active helicopter contracts to ensure vendor compliance with all contract obligations.

- Coordinate and lead annual pre and post season meetings with Helicopter vendors.
 - Coordinate with AWCC Aircraft Logistics/Aircraft Accounts staff to ensure helicopter fleet lists, insurance requirements and other documents are submitted and entered on an annual basis.
 - Provide a statistical summary of the Helicopter program annually.
2. Develop standard operating policies and procedures along with maintaining program performance standards by:
- Monitor current Helicopter operations standards to ensure compliance with Transport Canada Aviation regulations Department guidelines.
 - Liaise with other Provincial Wildfire agencies to ensure national standards for Helicopter related programs are met provincially.
 - Liaise with transport Canada and NavCanada on all issues relating to Federal airports, the Civil Air Navigation Services Commercialization Act and related charges.
 - Keep current with FAA/Immigration Regulations in regards to the export of Helicopters to the USA.
3. Assist with directing the strategic deployment and dispatch of the provincial helicopter fleet throughout the wildfire season by:
- Complete Provincial Aircraft Coordinator shifts in the Alberta Wildfire Coordination Center.
 - Perform Helicopter Coordinator duties as required.
 - Participate on Incident Management Teams as required.
 - Coach/mentor staff for aviation related roles as required.
4. Provide support to Wildfire Response through involvement in:
- Member of the Provincial Aviation Working Group.
 - Lead the Helicopter Coordinator development task group.
 - Participate and/or lead CIFFC aviation related task groups as required.
 - Participate and/or lead Helicopter Association of Canada task groups as required.
 - Develop aviation related policy and procedures.
 - Assist with preparing action requests and briefing notes.
 - Lead the NVIS Program for the province.
5. Assist with the development and delivery of the following internal/external aviation related training initiatives:
- Air support Management course
 - Helicopter Coordinator course
 - Pilot training course (online)
 - Lead and participate in any aviation related wildfire simulator training sessions
 - Coordinate NVIS training

Problem Solving

Typical problems solved:

Program/Policy Development Problems:

- Continually evaluate the number/structure of Helicopter resources required to meet department objectives and determine how to maintain/procure all required resources based on current and predicted fiscal realities.
- Identify gaps in the Division's Aviation program and assist the Aviation Specialist with developing solutions and implement them through policy development, training initiatives or equipment procurement. Such problem solving skills are critical to maintaining a high level of safety for a very high risk, high consequence program.
- Assist the 10 Forest Area's with developing solutions to any HR related issues between contracted pilots/ engineers and agency staff.

Day to Day Operational Problems:

- Coordinate with the Provincial Aircraft Coordinator, Duty Officer and AWCC Manager to determine the number and type of helicopter resources required to maintain an appropriate level of response for the

Province.

- In conjunction with the Provincial Aircraft Coordinator, strategically deploy all 22 of Alberta's long-term contract helicopters to ensure appropriate Provincial coverage levels based on current/predicted weather data, wildfire load and priorities.
- Assist the 10 Forest Areas with developing solutions to any aircraft procurement questions, issues and concerns.

Types of guidance available for problem solving:

- Division/Branch aviation related SOP's and support documents such as the Alberta Pilots Handbook of which the position is required to develop.
- Federal regulations such as the Canadian Aviation Regulations and the Commercial Air Service Standards.
- Aircraft companies operations and training manuals as approved by Transport Canada.
- Consultation with Branch/Division Executive staff, Federal Regulators and other Wildfire Agencies in Canada and throughout the world.
- Maintain NVIS operational manual.

Direct or indirect impacts of decisions:

- This position has a high answer-ability for anything helicopter program related. The position is one of Alberta's Aerial firefighting subject matter expert and are expected to provide guidance to Executive and make recommendations on related high level, strategic initiatives.
- Stakeholders such as the 10 Forest Areas, Helicopter companies, Industry and Alberta's communities are directly affected by the job position outputs. The position is responsible for the procurement process for all casual charter and long-term contract helicopters for the Department.
- This position has a high degree of impact on the success an outcomes of the Departments initial attack and sustained action wildfire programs. The Provincial Helicopter Specialist has a large impact and influence on the development of Provincial/National Helicopter initiatives and often participates/leads various multi-agency groups to success.

Key Relationships

Major stakeholders and purpose of interactions:

Helicopter Vendors:

- Day to day operations and contract deliverables.
- Discussions for future contracts.
- Monitoring development of new technologies and products

Other Wildfire Agencies:

- Resource sharing.
- Cross training.
- Safety collaboration.

Regulatory bodies (Transport Canada/NavCanada):

- Ensure compliance with existing regulations.
- Propose changes to existing regulations to maintain a high level of operational safety.
- Provide feedback on and assist with development of new regulations/procedures.

Required Education, Experience and Technical Competencies

| Education Level | Focus/Major | 2nd Major/Minor if applicable | Designation |
|------------------|-------------|-------------------------------|-------------|
| Diploma (2 year) | Other | | Other |

If other, specify:

Forestry or related, eligible for RPFT with the Association of Alberta Forest Management Professionals

Job-specific experience, technical competencies, certification and/or training:

| |
|--|
| |
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Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

| Competency | Level | | | | | Level Definition | Examples of how this level best represents the job |
|-------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|--|--|
| | A | B | C | D | E | | |
| Systems Thinking | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences | |
| Agility | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines | |
| Drive for Results | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations | |
| Develop Networks | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships | |

| | | | |
|----------------------------------|--|--|--|
| Build Collaborative Environments | <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> | Collaborates across functional areas and proactively addresses conflict: <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment | |
|----------------------------------|--|--|--|

Benchmarks

List 1-2 potential comparable Government of Alberta [Benchmarks](#):

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

| | | |
|----------------------------------|--------------------------|---------------------------------------|
| _____ Employee Name | _____ Date yyyy-mm-dd | _____ Employee Signature |
| _____ Manager/Director Name | _____ Date yyyy-mm-dd | _____ Manager/Director Signature |
| _____ Executive Director Name | _____ Date yyyy-mm-dd | _____ Executive Director Signature |
| _____ ADM Name | _____ Date yyyy-mm-dd | _____ ADM Signature |