

Working Title Forest Officer		Name	
Position Number	Reports to Position No., Class & Level	Ministry Alberta Forestry and Parks	
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](#)).

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.

As a Forest Officer, the incumbent will carry out a range of duties in the delivery of the Wildfire Management, Wildfire Prevention, and Timber Management programs for the Forestry Field Operations Branch. The focus of the position is to meet and exceed the needs of the department as well as provide direction and support to area stakeholders and other clients. Competencies required for the position include agility, building collaborative environments, developing self and others, and driving for results.

This position is a key member of the Wildfire Management team which delivers on assigned operations, detection, prevention, pre-suppression and suppression components within the Wildfire Management Program and supervises seasonal staff. The position requires the incumbent to be prepared to respond to wildfire incidents and participate in Forest Area rosters as required. The position also provides assistance to other Forest Management programs such as Forest Operating Monitoring Program (FOMP) and Silviculture/ARIS Monitoring Program (SAM).

**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. Participate in the delivery of the Wildfire Management Operations program.**

**Activities**

- Assist with the preparation and implementation of the annual Operations workload plan.
- Participate in the seasonal staff recruitment process.
- Prepare job description, train, monitor and evaluate performance of assigned staff.
- Assist with the preparation and implementation of the annual detection plan.
- Assist with the Forest Area Airtanker Base program when required.

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- Participate in Area rosters for roles such as but not limited to Response Officer, Duty Officer, Deputy Duty Officer, and Peace Officer.
- Provide assistance to ensure that fuel caches are properly stocked and maintained.
- Follow all Standard Operating Procedures, Provincial Policies/Procedures and Business Rules and conduct all wildfire operations in a safe and efficient manner.

**2. Support Area Wildfire Management program's seasonal staff, contractors and facilities by ensuring wildfire operations are conducted in a safe, productive and effective manner.**

**Activities**

- Audit physical fitness and preparedness levels of assigned seasonal staff.
- Document and submit all incidents/accidents in a timely and efficient manner.
- Assist the development of project work and assign projects to seasonal staff.
- Ensure seasonal staff are able to respond to incidents when directed, ie appropriate and functioning gear, getaway times, etc.
- Assist with the preparation and implementation of firebase operations.
- Complete inspections and provide supervision of facilities to support wildfire operations.
- Organize Firetack training, meetings and fitness testing.
- Audit Firetack contracts to ensure contract obligations are being fulfilled.
- Ensure all timesheets and other fire related documentation are sent to data entry in a timely manner.
- Communicate safety briefings, PPS plans and alert status to pre-suppression resources and forward Fire Behaviour Predictions as required.
- Assist with opening and closing of towers, and maintenance and servicing of towers and other facilities.
- Facilitate and where applicable provide training, mentoring and coaching to direct reports, and participate in the delivery of provincial training programs.

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

**Activities**

- Perform various roles in the Incident Command System at Forest Area and provincial levels.
- Actively participate in the suppression of wildfires within the Forest Area and the province.
- Conduct smoke investigations.
- Guide suppression resources in an appropriate manner to contain and control wildfires.
- Respond to fires as the initial investigator to determine the need and level of investigation.
- Provide for the general safety of the public around wildfire operations.
- Assist with the coordination, communication and briefings of fire line personnel, incoming wildfire resources, and local stakeholders.

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#### **4. Participate in the delivery of the Prevention Program**

##### **Activities**

- Assist with the preparation and implementation of the annual Prevention workload plan.
- Issue fire permits in accordance with provincial legislation and fire permit issuance guidelines and are issued to clients in a timely manner.
- Issue Orders to Reduce or Remove a Fire Hazard and follow up on by the determined deadline.
- Ensure enforcement orders are followed for Fire Advisory/Fire Restriction/Forest Area Closure.
- Conduct wildfire investigations as per provincial policy and standard operating procedures and within the guidance of the provincial wildfire investigation manual.
- Assists with FireSmart initiatives within the forest area.
- Supervise any assigned FireSmart projects or contracts to ensure results are meeting departmental standards.
- Assist with develop, update and implement Firesmart community protection plans that are assigned.
- Assist in the review and effectiveness of Pre-suppression Guides on communities within the forest area.
- Perform layout of proposed fuel management project as required.
- Ground truth to validate fuel composition and type of forest fuels in and surrounding communities.
- Actively participate or lead in Prescribed Burn planning and implementation as required.
- Assist the general public in the completion of hazard assessments on homeowner's properties and infrastructure in and around communities as required.
- Assist with planning for and participating in communication of the fire prevention messages to the public, stakeholders and other government agencies.
- Provide Firesmart information to the public, clients and stakeholders in a timely and efficient manner.
- Conduct as required public information sessions and meetings.
- Organize and participate in school presentations, trade fairs and other planned functions.
- Assist with Forest Area Prescribed Burn and Hazard Reduction Burn programs, and long weekend/Peace Officer patrols.

#### **5. Participate in the delivery of the Forest Management and Forest Health Programs.**

##### **Activities**

- Conduct inspections pursuant to Forestry Operations as part of FOMP, including but not limited to: harvest opening inspections, road and watercourse inspections, and reforestation audits (RSA program).
  1. Prepare and appropriately enter professional reports as required for the FOMP program. Reports must be provided to disposition holders within timelines described in the FOMP SOPs.
  2. Follow up with disposition holders where FOMP inspections have located issues requiring corrective action or additional monitoring.
- Assist the Forest Management staff conducting investigations into instances of non-compliance.
- Assist with the administration and regulation of the Personal Use Forest Products Permit (PUFPP) program, including responding to public queries and conducting compliance checks.
- Assist the Forest Management program staff with Timber Production Monitoring activities, including check scaling and weigh scale checks.
- Assist Forest Health staff in the monitoring and control of invasive plants.

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- Conduct inspections on Forest Health contractors to assist with quality assurance and contract administration (*ie* Mountain Pine Beetle survey and control contracts).
- Monitor and report on issues related to the management of forest health agents (*ie* insects, disease), and report to the Forest Health Officer.
- Maintain training and competency required to deliver upon the above listed requirements.

**6. Maintain records in a timely and efficient manner and in alignment with Provincial Policies and Procedures.**

**Activities**

- Complete bi-weekly salary summaries including absences and overtime reporting.
- Submitted expense claims as required by the GOA policy.
- Remain current in departmental technology and continue to update forestry skills.
- Assist in the preparation and administration of contracts for operational business and special projects in the Forest Area.
- Maintain current active status with professional college concurrent with educational background and enter continuing competency hours into the college website database.
- Maintain a complete inventory of personal items and report discrepancies.
- Maintain and use assigned Government vehicles as per policy.
- Complete annual fire line certification review.
- Maintain relevant forest management certifications such as scaling, FOMP, and RSA.
- 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 of an effective commencement program for seasonal wage staff including pre-season fitness testing, training needs, reviewing new & existing policy / SOP's and recommending people for career enhancement opportunities.
- Good creative thinking and decision making skills.
- Creative thinking often involves dealing with personnel issues related to the supervision of seasonal wage staff.
- 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 FireSmart, pre-suppression and suppression activities.
- Working knowledge of FireSmart principals and how they are applied to individual homes, communities and at the landscape level.
- Knowledge and understanding required in the Forest Management program to assist in economic competitiveness and natural resource stewardship.
- Strive for continuous improvement in all programs and for the incumbent.

**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.

- Incumbent must be eligible to attain membership in the College of Alberta Professional Foresters or the College of Alberta Professional Forest Technologists.
- A related diploma plus 3 years related experience or a related degree from a recognized educational institution.
- Requires knowledge of fire suppression, prevention, fire behaviour, fuel types, firefighting techniques, weather conditions, species identification, aerial photo interpretation, forest ecology and topography which have been obtained through formal education, division courses and related field experience.
- Working knowledge of Forest and Prairie Protection Act and Regulations, Forest Protection Policies and Standard Operating Procedures, FOIP, Occupational Health and Safety Act and related policies and procedures and Contract Administration guidelines.
- Working knowledge of Timber Management Planning standards, Operating Ground Rules, FOMP, SAM, Forest Management Directives and SOP's.
- 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 and ArcView/ArcGIS
- Strong knowledge of decision support tools such as AWARE, FIRES and Internet.
- Good supervisory and human relations skills in order to direct activities of seasonal staff and fire crews.
- 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 maintain a neat, well groomed appearance and wear the departmental issued uniform.
- Ability to lead meetings and give presentations.
- Conflict management and resolution skills and the 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.
- Valid 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.

- Forest Area wildfire operations staff for effective operation of pre-suppression and suppression activities, Forest Area prevention staff to assist with prevention initiatives and forest management staff for conducting required regulatory surveys.
- Manpower and Equipment contractors to ensure functionality and adherence of administered contracts.
- Local stakeholders; issuing Fire Permits, Compliance Orders, FireSmart and fire prevention messages.
- Municipal and County Fire Departments in responding to Mutual Aid fires and educational events.
- Industry, Oil and Gas facilities companies, Timber companies and utility companies.

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

- General public, issuing fire permits, general inquiries, trade shows.
- First Nations and Metis Communities within the Forest Area to further FireSmart initiatives, employment and pre-suppression and suppression activities.

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

There are no permanent staff currently reporting directly to this position. However, this position does supervise seasonal NR 1-4 staff, lookout personnel, contract and emergency hire firefighters and other fire support 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 resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6<sup>th</sup> 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.

<b>Incumbent</b>	_____	_____	_____
	Name	Signature	Date
<b>Manager</b>	_____	_____	_____
	Name	Signature	Date
<b>Division Director/ADM</b>	_____	_____	_____
	Name	Signature	Date