

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

Working Title Wildfire Technologist		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Forestry and Parks
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 general direction of the Wildfire Prevention or Operations Officer, the Wildfire Technologist is accountable for the operational delivery of key aspects of the prevention, pre-suppression, and suppression programs in the Wildfire Management Area. Through the supervision of Forest Officers and support staff, this position plays a key leadership role which involves constant program monitoring, training, mentoring and coaching to achieve consistent application and results. The Wildfire Technologist is responsible for coordination and maintaining a safe and efficient program.

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. General Wildfire Duties -

Activities

- Committed to the GOA **Safety** program;
 - Engage and support the GOA safety program ensuring self and coworkers practice safe and healthy work habits.
 - Actively practice the SOP's (Standard Operating Procedures) to ensure compliance of safe operating practices.
 - Keep current with OH&S documentation
 - Keep current with OH&S training and standards.
- Maintain all **administrative** training current to task competencies assigned.
 - Keep current as it relates to:
 - Code of Ethics
 - appropriate professional organization (AAFMP)
 - Operate within the planned budgets for each of the program codes with knowledge of acceptable expenditures and financial rules.
- **Supervision** of assigned staff
 - Effectively allocate and establish work priorities, monitor/ evaluate performance and maintain a safe and productive work environment in accordance with human resources, occupational health and safety and union contract guidelines.
 - Manage and approve sub-ordinate staff work absences.
 - Develop staff within in their roles or assigned duties.
 - Ensure effective conflict resolution with employees, contractors, stakeholders, public and other government agencies.
 - Co-ordinate work assignments, ensuring a balanced workload among assigned staff. As well as assist staff to set workload priorities and ensure that workload is carried out in an operationally consistent manner.
- Provide **leadership** to and/ or participate on special provincial Incident Command Teams according to certification in an effort to contain and suppress escaped wildfires.
 - Support wildfire operation activities and emergency support roles throughout the province in Incident Command System roles appropriate to the staff member's career development.
 - Participate on the provincial Type 1 and 2 teams consistent with your certification.
 - Mentor and coach team members and trainees.
 - Keep current and develop self and other to the full potential.
- Function as an area **Duty Officer** on a rotational basis.
 - Co-ordinate safety, pre-suppression and suppression activities for the area.

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- Comply with the wildfire management legislation, policy, SOP's and PPS manual.
- Determine the area wildfire readiness levels through the effective use of AWARE and DISPATCH planning tools in order to pre-position resources.
- Ensure the Wildfire Operations Officer and Forest Area Manager are updated with new and ongoing suppression activities.
- Ensure safe and aggressive initial attack on new wildfire starts to meet provincial and area performance measures.
- Identify hazard, control difficulties and ensure the smooth transition from the initial attack to sustained action on wildfires.
- Make time constrained decisions to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires.
- Ensure a timely, thorough and effective Wildfire Analysis and Strategy is submitted to manage escaped wildfires.
- ⊕ Act as the rostered Provincial Duty Officer or Provincial Logistics Coordinator pending the individual's experience and skill level. ~~and as request for this support occurs.~~

2. Wildfire Prevention Section Duties -

Activities

- Develop and implement area wildfire prevention strategies/programs in conjunction with the provincial Wildfire Prevention Group.
- Co-ordinate the delivery by sub-ordinate staff of the three aspects of Wildfire Prevention Program (Education, Engineering and Enforcement).
- Delivers the **Enforcement** component of the wildfire prevention program for the area;
 - Initiates appropriate enforcement action; I.e. Order to Reduce or Remove a Fire Hazard, warning letters, wildfire investigations.
 - Oversee wildfire investigations as per provincial policy and SOP's on human caused fires.
 - Previews wildfire investigation reports and make recommendations for cost recovery and prosecution.
 - Provide mentorship and assistance to those acting as first responders.
 - Establishes and maintains investigation files.
 - Ensures all prevention statistics are entered in the data base (FIRES) timely and accurately.
- Delivers the **Engineering** components of the wildfire prevention program for the area;
 - Ensures fire permits are issued in accordance with the provincial legislation and Fire Permit Issuance Guidelines and in a timely manner to clients.
 - Ensure a fire permit tracking data base (FIRES) is entered in a timely and accurately manner.
 - Ensure Order to Reduce or Remove a Fire Hazard are issued correctly and followed up is consistent, thorough and prompt.
 - Monitor and audit the program to ensure consistency and completeness.
 - Co-ordinate the planning and development of prescribe burns and hazard reduction plans within the area, consistent with the provincial objectives.
 - Delivery of FireSmart promotion, planning, and grant projects.
- Delivers the **Education** components of the wildfire prevention program for the area.
 - Develop and maintain a prevention program strategy to address human caused fires.
 - Ensure communications are being delivered at all opportunity of client contact to ensure the wildfire prevention messages are timely, accurate and effective.
 - Establish and maintain effective relationships with the stakeholders of the area, including first nations, fire departments, other government agencies and municipal governments.
 - Work effectively with the information co-ordinator of the area to ensure consistent messaging is delivered.
 - Establish comprehensive public relations/education strategies for the area with public, oil and gas industry, agriculture industry and forest industry.
 - Represents the branch's interest at the area level on committees and at public meetings, with regards to wildfire prevention.

3. Operation Section Duties -

Activities

- Co-ordinate the delivery by assigned sub-ordinate staff of the different aspects of Wildfire Operations Program.
- **Wildfire Support**
 - Ensure the effective operation of the logistics desk, as per the provincial guidelines.
 - Ensure the effective operation of the dispatch room, as per the provincial guidelines.
 - Ensure the effective operation of the warehouse as per the provincial guidelines.
 - Hire, training, supervise and appraise the performance of staff, permanent and wage, necessary to keep smooth and effective operation of the different functions.
- **Wildfire Pre-suppression**
 - Support the area's pre-suppression needs as Response Officer, Deputy Duty Officer, Duty Officer or Wildfire Assessor as required.
- **Wildfire Suppression**
 - Support the area's suppression needs with regards to ICS roles.
 - Assist with suppression of wildfires in the province of Alberta and to other national and international agencies as resource requests that may apply, if meeting the export requirements.

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- Complete FP 48's and Incident closure forms as required in a timely and accurate manner.
- Comply with the wildfire management and aircraft management SOP's.
- Assist in all risk incidents as requested in which staff are trained for.
- **Facilities Co-ordinator**
 - Responsible for maintenance and operation of all the wildfire management owned facilities ~~for maintenance and operation of~~ including fire bases, air tanker bases, and lookout sites.
 - Direct the supervision of the camp supervisors at each of the seasonal staging camps.
 - Co-ordinate the maintenance with the C&M (Construction and Maintenance) group to ensure compliance of code and safe operation of facilities, to meet the need of the area and branch.
 - Ensure the program expenses stay within the planned budget for the program.
 - Maintain current and accurate dispositions for all facilities and respond to enquiries of conflicts associated with those dispositions.
- **Personnel Co-ordinator**
 - Ensure support staff are hired, trained, supervised and appraised of performance annually to support the needs of the branch.
 - Support the wildland firefighter recruitment program.
 - Ensure the support resources for the staff are in place and the expenses stay within the planned budget.
 - Ensure compliance with provincial standards for the programs.
- **Training Co-ordinator**
 - Ensure the training of the area staff meets the need to be current and effective in supporting the wildfire branch.
 - Ensure selected candidates meet the pre-requisites of the course and have all the necessary support to be successful.
 - Provide a staff training development plan to ensure continued training and growth for all staff and that it supports the projections ahead for a three year term.
 - Ensure all records are maintained current and accurate as to what training has been completed and the success of that training.
- **Detection Co-ordinator**
 - Co-ordinate the fixed detection program within the area to ensure staff are hired, trained and supervised to deliver and effective wildfire detection program
 - Ensure all weather stations are in compliance with set standards and recorded in a timely manner.
 - Ensure the Sacramento gauges are all maintained and measures as per provincial guidelines.
 - Ensure tower staff, rescue staff and supervisors are all trained in the required components to maintain SOP's.
- **Contract Co-ordinator**
 - Develop, administer, award and manage budget and contract expectations for area contracts related to work being completed in the Forest Area including but not limited to camps, infrastructure, reclamation, fireline mobile equipment, and single resources contracts.
 - Annually negotiate rates with contracted fireline and mobile equipment contractors.
 - Network with other areas to ensure provincial consistency in relation to contract timelines, conditions and issuance.
 - Work with associated forest officer to ensure mentorship and experience to foster professional development and growth.

4. Supervision and Administrative Duties –

Activities

- Support provincial task groups and working groups
 - Participate in provincial working groups to assist with the development of various programs.
 - Develop subject matter expertise on assigned working group subject matter.
 - Participate on course training cadre; course chair, unit lead, subject matter expert or instructor.
 - Support training deliver and mentorship provision for Hinton Training Centre training needs especially in relation to the crew program
- Administration
 - Prepare timely images entries for time worked or time exemptions, expense claims, accident/loss forms, direct purchase orders, performance agreements etc.
 - Prioritize all work assignments to ensure timely effective use of resources including assigned staff to meet your assigned duties.
 - Ensure accurate written notes are kept on any activities, incidents or issues that you are engaged in.
- Directly supervise permanent, wage and contract staff in the delivery of the assigned programs.
 - Ensure assigned staff is trained, briefed, mentored and supervised in all duties that are assigned to them to ensure safe, effective and productive duties are undertaken.
 - Ensure assigned staff are current with department policy and SOP's

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5. Area Safety Co-ordinator Duties

- Adherence to Supervisors and Employees responsibilities as directed through the departmental Occupational Health and Safety program.
- Area co-ordinator for the OH&S worksite Committee.
- Co-ordination and implementation of the area Occupational Health and Safety and Wellness Strategic Plan.
- Responsible for the updating and maintenance of the area OH&S library and bulletin boards.
- Participate and co-ordinate the area C of R audits as they are scheduled. Ensuring the preparedness and success of the program.
- Work with the manager to ensure the safety program is continually improved.

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](#)).

- Work directly impacts the safety and wellbeing of people, natural resources, communities and infrastructure in the areas. This position has direct responsibility for co-ordinating the delivery of key elements of the wildfire management program. Impact is both as a result of the strong supervisory co-ordination role that this position has in order to deliver these components of the wildfire management program in the area as well as accountability a Duty Officer.
- Impact of work is also provincial in terms of the contribution the Wildfire Technologist makes on a number of provincial working groups which are accountable for the development of key recommendations regarding program policies, and SOP's
- The Wildfire Technologist directly supervises various permanent staff who in turn supervises seasonal staff. It should be noted this is the size of the organization that is initially in place to fight fires, during an active fire season, these numbers increase significantly during periods of high hazard and fire incidence.
- Strong leadership role given this number of human resources and involves significant mentoring, monitoring, training and problem resolution. While sub-ordinate supervisors deal with day to day operational issues, the Wildfire Technologist is overall accountable for ensuring that staff is trained and conversant with all WMB guidelines and operating procedures. Co-ordination of safety program for the forest area impacts the safety of all staff (permanent, wage and contract) within this geographic area.
- This position deals with complaints regarding hiring and discipline and deal with the ongoing performance problems/issues relating to seasonal and contract staff. This is particularly sensitive when dealing with issues associated with the aboriginal firefighters who make up the Firetack Contract and Emergency Crews.
- Decisions associated with preparedness and pre-suppression planning are significant. This job provides leadership to the Crew program, Crew Supervisor program, Air Tanker base program and Fire Base program. This involves ensuring that the necessary resources/facilities are in place, training is conducted and that operational issues identified during the fire season are addressed.
- Critical thinking as a Duty Officer involves making time constrained decisions to ensure that appropriate resources, strategy and tactics are utilized to suppress wildfires in the area. Duty Officers in the area determine resource requirements; deal with issues arising from fire activity in the area and make decisions regarding assignment of resources/tactics which have a direct impact on safety of firefighters and communities affected by wildfires.
- Position is responsible for the delivery of the Wildfire Prevention or Operations programs in the Area.
- Directly impacts stakeholders in the area: multiple municipal governments, First Nation communities, fire departments, residents, agriculture industry, timber industry, oil and gas operators of the area, as well as adjacent provinces, territories, national and provincial parks, railway and utility companies.
- Planning and organizational skills are required to develop plans to acquire funding from Forestry and Parks, and through partnership, implement projects toward making communities within the area more resilient from threatening wildfires.
- Provides direction to subordinate staff in section or contractors as well as provides indirect supervision to other staff when they're involved in a task related to the prevention or operations delivered programs.
- Confidentiality and sensitivity are critical factors during and throughout the wildfire investigation and cost recovery process. This position must ensure that all facts, statements and other information are kept in strictest confidence to allow for a thorough investigation while supporting a client's privacy.
- Day to day interaction with landowners through fire permit issuance requires staff to be professional, courteous and respectful throughout their daily duties. Conflict and issues resolution are an important trait to settle and resolve situations to obtain win/win situations for both wildfire management branch and client.
- This position is a position that transitions between Operations and Prevention roles and workload periodically. The core workload assigned to this position will be evaluated every few years and rotated between all the Wildfire Technicians to ensure cross training and exposure to all facets of the area deliverables.

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, Bachelor of Science in Forestry or equivalency.
- Registered member of the Association of Alberta Forest Management Professionals.
- Attend assigned Wildfire training at the Hinton Training Center as required.
- Extensive experience in fire detection, preparedness, suppression as well as command and control activities.
- In depth knowledge of wildfire behaviour and wildfire management with preferred given to ICS certification of Incident Commander 2.
- Proven strong leadership skills.
- Maintain annual fitness test required for fireline certification and tasks.
- Run various reports in FIRES program to organize data into charts or a form that can be analyzed to measure the progress of forest protection programs and to understand Area clientele. This data then can be used to create target messaging for prevention education.
- Effective communication skills are required for all aspects of the position whether the work is enforcement related, educational, or supervisory. Excellent human relation skills dealing with conflict resolution.
- Strong supervisory skills and the ability to prioritize delegate and motivate sub-ordinate staff.
- Well-developed negotiation and conflict resolution skills.
- Extensive knowledge and ability to interpret Forest Protection legislation and related policy including Forest Protection Act and Regulations, Wildfire Management Policy and Standard Operating Procedures.
- Role as Duty Officer requires a working knowledge of related legislation, policy and procedure, OH&S, Labour Standards Code, AUPE

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](#)).

master agreement, fire behaviour and decision support tools such as FIRES, AWARE, DISPATCH, and RED APP as well as an understanding of type and model of various heavy equipment and support equipment that maybe needed to fight wildfires.

- Thorough knowledge and understanding of the Occupational Health & Safety requirements.
- Well-developed communications skills (written and oral).
- Extensive experience in fire detection, preparedness, suppression and control and command activities.
- Maintain current Respect in the Workplace and OH&S Fundamentals training.
- Computer skills such as ArcGIS, MS Word, MS Outlook, MS PowerPoint, MS Excel.
- First Aid Cert. with CPR, OHS training, TDG air and ground, WHMIS WHMIS, bear awareness, Defensive Driving, Class 5 driver's Licence and Alberta Radio Operator's certificate.

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

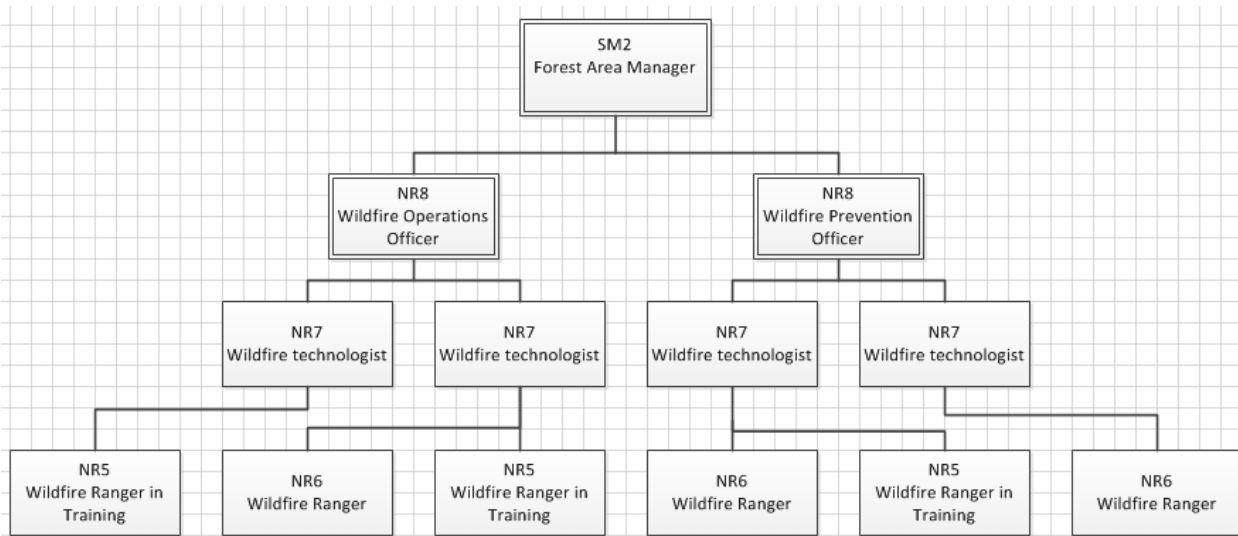
- The Duty Officer has an on-going contact with the Provincial Headquarters Duty Officer, Provincial Aircraft Co-ordinator and adjacent area Duty Officers, stakeholders, fire departments, industry, municipalities to discuss strategy and tactics, resources and mutual aid requirements for pre-suppression and suppression activities. During role as Duty Officer has contact with the area's information co-ordinator to ensure public and stakeholders are current and informed as to the wildfire hazard and status of all wildfire for the area. Discuss with all stakeholders will ensure those that have threatened life, values at risk or vested interest are protected to the best of the department ability.
- Ongoing liaison with contract companies (food, facilities, and firefighting) regarding services provided, deficiencies in performance and required changes as well as monitoring of contract standards and payment.
- Ongoing collaboration with the other section within the area to ensure delivery of wildfire management programs and resolution to wildfire management issues.
- Participate on provincial working groups to identify and address common issues and develop policy/guidelines/best practices for approval by task executive.
- Foster relationships with other organizations and agencies such as RCMP, fire departments, municipal governments and First Nation groups in order to meet program objectives collaboratively.
- Provide education to the public regarding safe and responsible burning practices.
- Communicate division programs and encourages compliance with legislation by meeting one on one with the stakeholders as well as deliver workshops and presentations regarding enforcement, Fire Smart concepts and associated regulations.
- Represent the area interests at the local level on committees and at public meetings in relation to wildfire management issues.

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

- Supervise wildfire rangers (NR5/6) and other permanent positions reporting to this job.
- Supervision of fire line staff occurs regularly on an as needed basis during wildfire operations; this will include permanent, seasonal and contract staff.
- Seasonal staff assigned to this position may include tower personnel, seasonal contract firetick crews, crew supervisors, camp supervisors, patrol staff, warehouse stock keepers, or wildland firefighters within the helitack or unit crew programs.

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

Manager

Name

Signature

Date

Division Director/ADM

Name

Signature

Date