

New

Ministry

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

A Fire Equipment Refurbisher is responsible for inspecting, repairing, and restoring fireline safety equipment such as hand tools, valves, hose, tents, gear bags, PPE, and other non-powered equipment to ensure they meet safety and quality standards and function properly during Wildfire suppression activities

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Reporting to the Refurbishing Supervisor, the Equipment Refurbisher is required to perform a variety of duties to ensure that non-powered fire fighting equipment is maintained and repaired, to established standards, for use by Wildland Fire Fighters on fire incidents.

Key responsibilities of a Fire Equipment Refurbisher include inspecting firefighting equipment, identifying defects, repairing or replacing damaged parts, testing equipment to ensure functionality, maintaining accurate records of refurbishment activities, sorting, separating, re-packaging of refurbished equipment, and adhering to standards.

Other Responsibilities

- Ensuring safe work practices are followed and a safe work environment is maintained.
- Maintaining a neat and tidy refurbishing section.
- The use of forklifts to move equipment and supplies in a warehouse setting may be required
- Ensuring forklifts are maintained in a safe and serviceable condition.
- Inventory management - physical counts of equipment and supplies.
- Sewing/repairing specialty bags, packs used by firefighters may be required.
- Marking of equipment as required.
- Maintain specialized tools and equipment used in refurbishing including re-toolers, parts washers and sharpeners.
- Assist in the development and construction of new equipment items for use in the Wildfire Management Branch.
- Must be able to work in a team environment and at times independently.

Problem Solving

Typical problems solved:

A Fire Equipment Refurbisher may face challenges such as identifying hidden defects in equipment, dealing with outdated or uncommon models, ensuring compliance with with evolving safety regulations, handling large volumes of equipment during peak periods, managing time constraints to meet urgent refurbishment needs for critical gear.

Types of guidance available for problem solving:

Documentation of Fire Equipment Standards,
Co-Worker Peer Group,
Supervisor,

Direct or indirect impacts of decisions:

Faulty or dirty equipment

Key Relationships

Major stakeholders and purpose of interactions:

Warehouse staff- Daily - to ensure that priority equipments needs are being met

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

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

Work with others in a respectful manner, meet project timelines and production schedules.

Some high school is required.

Individual must have good keyboarding and computer skills with experience in Microsoft Office, specifically: Smartsheet and Outlook. Other database experience would be considered an asset.

Able to fill out daily time sheets.

Good verbal and written communication skills are required.

Knowledge of Wildfire firefighting equipment and supplies used in Wildland Fire Suppression activities is an asset.

Experience with industrial sewing machines would be an asset.

Require the ability to use pressure washers, hand tools, sharpeners, drills, grinders, and a variety of hand tools.

Must have basic fabrication skills, a mechanical aptitude, and some materials handling and forklift operation skills.

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		
Creative Problem Solving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Is open to new ideas and breaks problems down to identify solutions:</p> <ul style="list-style-type: none"> • Breaks down problems into small parts • Constructively questions and challenges the norm • Open to other's perspectives and aware of own • Contributes ideas for improving processes, and adapts existing practice to address problems 	<p>-Flexibility in approaching problems by demonstrating the most appropriate strategy for the problem at hand.</p> <p>-Generates alternative solutions to a problem rather than settling for the first or obvious one.</p> <p>-Assesses the problem by asking questions, gathers information, defining the scope, and identifying the root causes and effects.</p>
Drive for Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiples priorities • Operates within APS value system 	<p>- Setting and achieving challenging goals, persistence in the face of obstacles, and taking initiative to deliver high-quality outcomes</p> <p>-Examples include: Consistency meeting or exceeding performance targets, Staying focused on objectives, demonstrating determination to overcome challenges, and proactively seeking opportunities to improve and achieve success</p>
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and 	<p>In a business context, systems thinking involves understanding how the organization interacts and impacts each other. examples include:</p> <p>-Holistic Perspective: Seeing the organization as a whole rather than</p>

		<p>vice versa</p> <ul style="list-style-type: none"> • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	<p>focusing solely on individual activities.</p> <ul style="list-style-type: none"> -Interconnectedness: recognizing the relationships and dependencies between different processes. -Identifying Patterns: Looking for trends and patterns to understand the root causes of issues. -Anticipation of Consequences: Considers the potential outcomes and unintended consequences of decisions and actions. -Continuous Improvement: Applying insights from systems thinking to enhance the overall efficiency and effectiveness
Agility	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Understands need for change and manages own emotions:</p> <ul style="list-style-type: none"> • Uses common sense and past experience to approach ambiguous problems • Prevents emotions from affecting others negatively • Looks for information on changes • Open to new ideas and helping co-workers 	<p>Agility involves being responsive, adaptable, and quick to navigate changes to the business environment. Examples include:</p> <ul style="list-style-type: none"> -Adapability to Change: embracing new processes, technologies, or conditions without significant disruptions. -Cross-Functional Collaboration: Easily collaborates with teams from a different department. -Customer-Centric Response: rapidly adjusting products or services based on business feedback or trends. -Learning Agility: Quickly acquiring new skills or knowledge relevant to changing job requirements.
Build Collaborative Environments	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in an open honest manner with colleagues:</p> <ul style="list-style-type: none"> • Creates sharing opportunities • Actively shares, accepts 	<p>Fostering a culture of teamwork, open communications, and mutual support. examples include:</p>

		and listens to others <ul style="list-style-type: none"> • Recognizes conflict, respects and discusses opinions openly • Supports group even to learn from mistakes • Recognizes differing interpretations 	-Cross-Functional Team Building: encourages cross-functional teams to share different perspectives and problem-solving approaches. -Encourages Knowledge Sharing: shares valuable insights or best practices with their colleagues. -Training Programs: participation in training sessions on effective communication, conflict resolution, and teamwork to enhance work flows.
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Benchmarks

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

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
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature