

Working Title Forest Officer		Name Vacant	
Position Number	Reports to Position No., Class & Level Wildfire Technologist	Division, Branch/Unit Forestry Division, Wildfire Management Branch/High Level Forest Area	Ministry Alberta Forestry & Parks
Present Classification Natural Resources 6		Requested Classification Natural Resources 6	
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](#)).

In this position of a fully experienced Forest Officer level will carry out a range of duties that supports the delivery of the Wildfire Management program for the Wildfire Management Branch. 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.

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.

The focus of the position is to meet and exceed the needs of stakeholders and clients in the communities within the designated Forest Area. The position requires to be prepared to respond to wildfire incidents and participate in Forest Area rosters as required.

A primary role of this position is the supervision of seasonal employees and assigned facilities within the Forest Area. The position also provides assistance to other Forest Management programs as needed such as Forest Operating Monitoring Program (FOMP) and Silviculture/ARIS Monitoring Program (SAM).

The position incumbent requires minimal supervision which carries out all duties of the fully working level of a Forest Officer.

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](#)).

Wildfire Operations

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

Activities

- Performs various roles in the Incident Command System.
- Actively participate in the suppression of wildfires within the forest area and provincially as directed by the Area Duty Officer.
- Conduct smoke investigations.

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- Assist with the coordination, communication and briefings of fire line personnel, incoming wildfire resources, and local stakeholders.
- Guide suppression resources in an appropriate manner to contain and control wildfires.
- Ensure all Standard Operating Procedures, Provincial Policies/Procedures and Business Rules are followed and all wildfire operations are done in a safe and efficient manner.
- Perform as a Response Officer that responds to fires as the initial investigator to determine the need and level of investigation which may lead to cost recovery.
- Respond to all wildfires at all times as directed by the Area Duty Officer.
- Provide for the general safety of the public around wildfire operations.
- Ensure communication of Safety briefings, PPS plans and alert status to pre-suppression resources are conducted and forward Fire Behaviour Predictions to staff under supervision.
- Provide assistance to ensure that fuel caches are properly stocked and maintained.
- Participate in area rosters.
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2. Support the detection component of the Wildfire Management program by overseeing the staffing of assigned lookout towers and ensuring the smooth delivery of the detection program.

Activities

- Assist with the preparation and implementation of the annual detection plan.
- Recruit and select seasonal staff to work in the lookout tower positions from April to September.
- Prepare job description, train, monitor and evaluate performance of lookout tower staff.
- Complete and document inspections of the lookout facilities while opening and closing the lookout facilities.
- Ensure the servicing of the lookout facilities is completed in a timely and efficient manner.
- Ensuring a consistent level of care and maintenance is directed at the lookout tower sites and facilities.
- Ensure you are trained and certified to perform rescue operations for anyone injured or stranded on a lookout tower.

Wildfire Prevention

3. Participate in the delivery of the Enforcement component of the Prevention Program.

Activities

- Ensure fire permits are issued in accordance with provincial legislation and fire permit issuance guidelines and are issued to clients in a timely manner.
- Ensure Orders to Reduce or Remove a Fire Hazard are issued correctly and followed up on by the determined deadline.
- Train and supervise seasonal staff in the issuance of fire permits and/or orders to reduce or remove a fire hazard.
- 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.

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4. Participate in the delivery of the Engineering component of the Prevention Program

Activities

- Assists with FireSmart initiatives within the forest area.
- Supervise FireSmart projects or contracts to ensure results are meeting departmental standards.
- Develop, update and implement Firesmart community protection plans.
- 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.

5. Participate in the Education component of Wildfire Prevention.

Activities

- Assist with planning for and participating in communication of the fire prevention messages to the public, stakeholders and other government agencies.
- Ensure Firesmart information is provided 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.

Forest Management

6. Assists in the delivery of the Forest Operations Monitoring (FOMP) and Silviculture/ARIS Monitoring (SAM) programs.

Activities

- In consultation with the Area Forester, provide input into the review of forest company annual operating plans (AOP/FHP/PHP) and various other forest management plans (DFMP, GDP, PHP, FHP).
- Review and provide recommendations to the Area Forester and Program Manager on major amendments to plans
- Participate in the reforestation monitoring in the area and ARIS program, (SAM).
- Audit field operations for compliance with legislation, policies, operating standards and conditions of approval (FOMP).

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- Conduct audits of timber production to ensure accurate accounting of harvested volumes as well as appropriate royalties have been paid as per policy directives and legislation.
- Take appropriate corrective measures including enforcement action in cases of non-compliance.
- Conduct field work relating to reclamation, regeneration, truck checks, scaling and various forms of inspections.
- Ensure operational plans are consistent and compliant with the approved operating ground rules and legislation for the area.
- Work with affected stakeholders, forest companies and various referral agencies to resolve conflicts and determine the most appropriate conditions of approval.
- Enter all inspections into Survey 123 and send copies to the company representatives in a timely and efficient manner.
- Monitor and report on issues related to the management of forest insects, invasive weeds and disease to the area Forester.

Administration

7. Ensure records are maintained in a timely and efficient manner and awareness of Provincial Policies and Procedures are followed.

Activities

- Complete bi-weekly salary summaries including absences and overtime reporting.
- Ensure monthly expense claims are submitted as required by the GOA policy.
- Remains current in departmental technology and continues to update forestry skills.
- Must understand and adhere to all Provincial Policies, Departmental Standard Operating Procedures and Area business rules.
- 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.
- 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 to all seasonal wage staff. This will include pre-season fitness testing, identifying training needs, reviewing new & existing policy / SOP's and recommending people for career enhancement opportunities.
- Creative thinking often involves dealing with personnel issues related to the supervision of seasonal wage staff.

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](#)).

- Working knowledge of FireSmart principals and how they are applied to individual homes, communities and at the landscape level.
- 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.
- Knowledge and understanding required in the Forest Management program to ensure 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 diploma or a degree in Forestry from a recognized educational institution.
- Requires knowledge of fire 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 SFMS, FIRES and Internet.
- Strong creative thinking and decision making skills
- Strong 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 requires knowledge of issues and ability to influence people and results.

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- An ability to develop and maintain a working relationship with a wide variety of government representatives, public and industrial stakeholders and First Nations.
- Class 5 driver's License.
- Valid Passport
- CPR/First Aid Certificate, OH&S certifications, WHIMIS, and certified at the Incident Commander 3 level, 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.

- Primarily with Forest Area wildfire operations staff to ensure effective operation of pre-suppression and suppression activities, as well as with Forest Area prevention staff to assist with prevention initiatives.
- Area staff including seasonal wage hire staff to ensure the effective, efficient and safe delivery of various programs in the Area
- Manpower contract holders to ensure the contracts are working & being properly administered for both parties.
- 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
- 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 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, 6th 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.

Incumbent

Name	Signature	Date

Manager

Name	Signature	Date

Division Director/ADM

Name	Signature	Date