

Working Title

Provincial Air Attack Officer & Airtanker Program
Support

Reports to Position

Provincial Air
Tanker
Supervisor

Division, Branch/Unit

Forestry Division, Forest Operations
Branch/Edmonton

Ministry

Alberta Forestry and Parks

Classification

Natural Resources 7

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 role as a Provincial Air Attack Officer & Airtanker Program Support, you will undertake a variety of responsibilities supporting the Wildfire Response Program within the Forest Operations Branch. Alberta Forestry and Parks, along with its employees, is dedicated to fostering a safe and healthy work environment, adhering to the Alberta Public Service Values of Excellence, Integrity, Accountability, and Respect. The primary focus of this position is the support of the Provincial Airtanker Program, aiming to enhance airtanker operations across the province. The Provincial Air Attack Officer is required to fill the role of Air Attack Officer in the field throughout the wildfire season for a minimum of three 15-day shifts. The role also requires readiness to respond to wildfire incidents and participate in on-call rotations as needed. This position will help ensure that all airtankers, support facilities and personnel are operationally prepared for the wildfire season. This individual will assist with the development of appropriate operating policies and procedures, and maintain program performance standards. The successful candidate will work with minimal supervision.

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. Direct and coordinate aerial attack operations on assigned wildfire incidents throughout the province.

Activities

- Direct and coordinate aerial attack with air tankers on wildfires ensuring that aircraft and fire retardant are used efficiently and effectively.
- Provide advice and aerial reconnaissance to ground personnel (Incident Commander) on fires as requested. Set priorities and make decisions regarding strategy and tactics in absence of Incident Commander. (In consultation with Incident Commander if present).
- Complete air tanker evaluation reports upon completion of each mission

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- Act as an airspace manager over wildfire incidents. This includes both fixed wing and helicopters. Establishing altimeter setting, entry and exit corridors, elevations, and circuits.
- May act as either Operational Air Attack Officer or as Air Tactical Group Supervisor on wildfires.

2. Assist with maintenance and improvement of the Airtanker Program

Activities

- Provide input into the Firebombing Procedures Manual.
- Provide input into the Airtanker Base Program Manual.
- Provide input into SOPs and Business rules
- Identify gaps in the Division's Aviation program, develop solutions and implement them through policy development, training initiatives or equipment procurement.
- Participate in yearly pre and post seasonal meetings with Airtanker vendors.

3. Lead the spring Flight Simulator Training for Air Attack Officers and Helicopter Coordinators

Activities

- Design and maintain a flight simulator manual for Air Attack Officer and Helicopter Coordinator training.
- Develop and maintain flight simulator training missions in conjunction with the Hinton Training Centre.
- Collaborate with the Hinton Training Centre on Flight Simulator development, improvements, equipment requirements and priorities.

4. Participate in the delivery of Provincial training as well as ongoing proficiency practice and field training as required

Activities

- Co-chair the Airtanker Base Supervisor Course.
- Instruct at the Level 1 National Air Attack Officer course.
- Instruct at the Helicopter Coordinator course.
- Review and update Air Attack Officer certification standards, including recurrent certification reviews and checks.
- Collect feedback from Air Attack Officer Trainees to drive improvements in training and practice.
- Assist with the development and delivery of spring refresher training and workshops for Airtanker Base staff.
- Assist with the design and implementation of proficiency training programs for Airtanker Base staff.
- Review and update Airtanker Base certification standards, including recurrent certification reviews and checks.
- Maintain, create, and update proficiency practice options in Air Attack Officer training Smartsheet's.

5. Maintain Airtanker Program technology and data

Activities

- Maintain and update Airtanker Program iPads. Replace older models as required.
- Maintain and update Airtanker Program GoPros. Store video data.
- Update and maintain Airtanker Program Firedrive file.

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6. Participate in spring start-up meetings and fall debrief with staff and contractors

Activities

- Participate in spring start-up and fall debrief meetings with foam and retardant providers.
- Attend spring start-up meetings and fall debrief sessions with airtanker contractors.
- Contribute to the development of aerial firefighting strategies and tactics during the spring.
- Participate in the fall debrief sessions with Air Attack Officers, Provincial Aircraft Coordinators, and Helicopter Coordinators.

7. Manage and assist with Provincial contracts and agreements

Activities

- Manage the Casual Fixed Wing and Casual Airtanker contracts.
- Manage the Provincial Fuel contracts.
- Assist in the preparation of tender packages and serve as the contract manager for long-term foam and retardant contracts.
- Provide input into long-term airtanker contracts.
- Assist with the evaluation of long-term airtanker tenders.

8. Actively carries out a variety of roles to assist with the pre-suppression and suppression of wildfires within the 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.
- 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.
- Respond to fires as the initial resource and determine the need and or level of wildfire investigation required.
- Respond to all wildfires at all times as directed by the 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.

9. Support the AWCC

Activities

- Support AWCC when required in support roles such as Provincial Duty Officer, Provincial Aircraft Coordinator, Logistics Support, and other support positions.
- Act as a briefing and de-briefing officer for incoming and outgoing resources.
- Assist with airtanker base and coordinator field visits to increase opportunities for feedback from Forest Area's pertaining to the airtanker program.
- Assist with projects, task or working groups as required.

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Administration

10. 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 skills.
- Must understand and adhere to all Provincial Policies, Departmental Standard Operating Procedures and business rules.
- 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.
- Working knowledge of Business Rules, exchange standards and SOPs.
- 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 provincial programs.
- 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.

- Requires a Diploma or Degree in Forestry or related Natural Resources. Directly related education or experience considered on the basis of: 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.
- Requires knowledge and experience in, fire behaviour, fuel types, firefighting techniques, weather conditions, and topography which have been obtained through formal education, division courses and or related field experience.
- 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, Field Maps and Avenza.
- Strong knowledge of decision support tools such as AWARE, FIRES and Internet.
- Strong creative thinking and decision making skills
- Strong leadership and human relations skills in order to direct activities of seasonal staff.
- Good organization and time management skills as well as strong problem solving skills including the ability to make time constrained decisions.

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- 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.
- 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, 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 Edmonton Wildfire Response staff, Forest Area Airtanker Base staff to ensure effective operation of pre-suppression and suppression activities, as well as with Forest Area wildfire coordinators to assist with program improvement initiatives and recruitment.
- General public, general inquiries, trade shows or open houses
- First Nations and Metis Communities within Alberta to further initiatives, employment or 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. Wildfire incident supervision may require supervising resources that are permanent, contracted, emergency hire or out of province personnel.

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