

Working Title Forest Officer		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry Alberta Forestry & Parks
Present Classification		Requested Classification	
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 Wildfire Ranger level will carry out a range of duties that supports the delivery of the Wildfire Management program for the Wildfire Management Branch. Alberta Forestry & 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 Wildfire Ranger.

**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](#)).

- Support the Operations component of the Wildfire Management program by overseeing the staffing of assigned seasonal and contract firefighters and ensuring the smooth delivery of the Operations program.**

**Activities**

  - Assist with the preparation and implementation of the annual Operations workload plan.
  - Prepare job description, train, monitor and evaluate performance of assigned staff.
  - Ensure assigned crews for compliance with provincial standards for training, administration.
  - Certifies fire crews for Hover Exit and Chainsaw Falling and Bucking.

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- Assist with the preparation and implementation of the annual detection plan when needed which may include recruitment of lookout positions, opening and closing of towers, and maintenance and servicing of towers and facilities.

**2. Support the pre-suppression, and suppression components of the Wildfire Management program by overseeing seasonal staff and the operation of facilities during the fire season to ensure that the staff and facilities are able to support wildfire operations in a safe 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 the base operations.
- Complete inspections and provide supervision of base facilities to support wildfire operations.
- Organize Firetack training, meetings and fitness testing.
- Audit Firetack contractor to ensure contract obligations are being fulfilled.
- Ensure all timesheets and other fire related documentation are sent to data entry in a timely manner.

**3. 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.
- Participate in area rosters for roles such as but not limited to Response Officer, Duty Officer, Deputy Duty Officer, and Peace Officer.
- Actively participate in the suppression of wildfires within the Forest Area and provincially as directed by the Area Duty Officer.
- Conduct smoke investigations.
- 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.
- Follow all Standard Operating Procedures, Provincial Policies/Procedures and Business Rules and conduct all wildfire operations 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.
- Provide for the general safety of the public around wildfire operations.
- Communicate safety briefings, PPS plans and alert status to pre-suppression resources and forward Fire Behaviour Predictions to staff under supervision.
- Provide assistance to ensure that fuel caches are properly stocked and maintained.

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

##### **Activities**

- 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 development, 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. Manage fire ban signage inventory throughout the CFA, including maintenance, ordering, placement, and ongoing issue management.
- Assist and/or Supervise and oversee prevention-focused initiatives such as the JFR and Patrol Program

#### **5. Assists 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).
  - 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.
  - 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.

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- Assist the Forest Management program staff with Timber Production Monitoring activities, including check scaling, weigh scale checks and haul form checks (truck checks).
- Assist Forest Health staff in the monitoring and control of invasive plants.
- 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 monthly 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.
- 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.
- 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.

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**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 Association of Alberta Forest Management Professionals
- A related diploma plus 3 years related experience or a related degree 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.
- Ability to attend the Alberta Forestry Enforcement Training and apply for Peace Officer status.
- 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.
- 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.
- 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 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.
- 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.
- Various groups or stakeholders on prevention, recruiting and projects such as fires reclamation or fuel modification. Contact can include acting as lead in organizing meetings and presentation, taking on the role of chairperson.
- Other government staff to ensure all information and data is shared and easily accessible.

**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 during prescribed fires, man-up and fire operations.