

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

Working Title Wildfire Logistics Supervisor		Name	
Position Number	Reports to Position No., Class & Level		Ministry Agriculture and Forestry
Present Class		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](#)).

This position reports directly to the area Wildfire Technologist responsible for the operation of the Forest Area. The Logistics Supervisor's primary role is to manage the logistics function by providing technical support and assistance to the Forest Area Duty Officer and directs the seasonal logistic support staff and camp supervisors. This position of high responsibility requires critical decision making skills, the ability to work effectively under pressure, the ability to communicate between levels of management and between internal and external resources. The Logistics Supervisor must have exceptional organizational skills as they are responsible to co-ordinate, process and track requests for equipment, services and manpower as directed by the Duty Officer on a timely manner. In addition, they are responsible to recruit, supervise, train and audit seasonal logistics support staff and camp supervisors within the Forest Area. The Logistics Supervisor will audit all applicable wildfire logistics decision support systems and invoices of resources hired before submitting them to administration for processing payment. This position will also have the ability to cross train and cover off dispatcher responsibilities during the off-season.

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](#)).

Logistics

- Acquire and manage short term vehicle rentals.
- Manage the exporting and importing of personnel and equipment.
- Manage supply needs as directed by the Forest Area Duty Officer for pre-suppression, suppression and reclamation needs, which includes fireline equipment, firetrack crew assembly, vehicle and equipment rental, heavy/light equipment, ground transport, fuel, communications, accommodation, meals and commissary. Co-ordinate hotshot services with the warehouse.
- Submit and respond to resource requests from provincial logistics.
- Effectively and fairly manage the rotational hiring and release of contract equipment and contract manpower.
- Update and manage logistics e-log, Resource Request module in FIRES program, and associated spreadsheets as required.
- Determine and co-ordinate travel arrangements for resource movements including ground transport and air travel.
- Receive, review, distribute and fill request/orders for pre-suppression and wildfires.
- Responsible for purchases and reconciliation of p-card within financial guidelines.
- Audit contracted manpower and equipment tickets for accuracy and in accordance with business rules standards.
- Remain current on all resources deployed, forecast additional requirements, prepare for demobilization and adjust requests to the warehouse, AWCC or other Areas.
- Establish and maintain a functional check-in/check-out system for all staff when directed by the area Duty Officer.
- Maintain communication of all contract hiring or purchasing activities with the Forest Area Finance and Admin section.
- Maintain communication with the Incident Management Team, Logistics Section Chief of the protocols for Forest

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Area logistics.

- Assemble wildfire crews as requested by the Duty Officer.
- Develop, organize and maintain the logistics operation within the Forest Area and adjust as the wildfire activity fluctuates by activating expanded positions for manpower, supply and equipment.
- Assist in the organizing of heavy equipment and contracted manpower pre-season meeting and training in the Forest Area.
- Ensure timely and accurate completion of the year-end report for the Forest Area logistics room summarizing the wildfire season.
- Provide support to other Forest Areas or wildfire incidents as required.
- Provide logistical support to other Forest Area needs and requirements through the season.
- Co-ordinate inventory and tracking of fuel/propane levels of Forest Area facilities.
- Co-ordinate and maintain inventory of non GOA camps, contacts and capacity (open camps).
- Provide logistical support for business role functions for the Forest Area as requested.
- Facilitate aviation, heavy equipment fuel and propane management for the Forest Area.
- Ensure accurate daily summaries of active resources assigned for resource association and communicate to all the sections in the Forest Area for situational awareness.
- Maintain a network of contractors that is current and active with Wildfire contracts for local Forest Area and provincial needs.
- Co-ordination of the Forest Area Catering Contracts as required under the direction of the contract representative.
- Ensure preseason preparedness at the start of each wildfire season that all aspects of the logistics program are ready.
- Cross-train with, and provide support or relief to the dispatchers in the duty room during the wildfire off season or as required.
- Develop and maintain procedural manuals for tasks assigned to the logistics program for the Forest Area.
- Attend and contribute to a provincial logistics workshop and working group.
- Maintain a wildfire logistics room that is organized, fully functional for day to day and extreme wildfire periods

Supervision and training

- Lead in the selection and recruitment of seasonal Logistics Assistant(s).
- Supervise, provide training and direction to Logistics Assistant(s) on policy, business rules, standard operating procedures, operating systems, radio communications equipment and office equipment.
- Develop and enforce logistic room procedures, checklists, co-ordinate work assignments and the shift schedule for the Logistics Coordinator & Logistics Assistant(s).
- Formally appraise employee's performance through ongoing evaluation, review of mid-season and year end appraisals with each supervised employee.
- Manage seasonal schedules and shifts for Logistics Assistant(s) during wildfire emergency situations and export to ensure adequate staffing requirements are maintained.
- Lead in the recruitment, commencement and termination of seasonal Camp Supervisors for the Forest Area.
- Supervise, provide training and direction to the Camp Supervisors on policy, business rules and standard operating procedures for the operation of the Forest Area staging camp facilities.
- Develop and enforce camp operational procedures, checklists, and co-ordinate work assignments, shift schedules for the Forest Area camp facilities.

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](#)).

Must work within an emergency response environment for extended duration in a high demand program and timely manner. Able to work with minimal supervision. Must be able to collaborate with stakeholders and think critically while working under stressful situations. Size and complexity of duties vary depending on pre-suppression and suppression activity. Workload increases and decreases depending on operations. The position deals in a positive, professional manner with various stakeholders, both internally (branches, divisions and Forest Areas) and externally (contractors, businesses, other government divisions and departments, local municipal authorities as well as adjacent provincial agencies) to supply wildfire related equipment and resources. The position works within defined policies and procedures to verify and enter information into various computer applications. It is required to obtain various reports from the FIRES,

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IMIS, Dispatch, IMAGIS and CAS systems and create databases and spreadsheets for tracking seasonal staff information

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](#)).

- High school diploma and three years of related experience – equivalency: Directly related experience or education considered on the basis of: one year of experience for one year of education or one year of education for one year of experience.
- Possession of Aeronautical Radio Operators Certificate, Defensive Driving, WHIMIS, TDG Air and Ground and Standard First Aid
- Required to take and pass Logistics Course, Wildfire Dispatch Course, Basic Aircraft Management, ICS 100 and ICS 200.
- Excellent communication, interpersonal, organizational, problem solving and supervisory skills.
- Proficient in applicable decision support systems, including Fire Information Resource System (FIRES), Equipment, Aviation & Fuel Resource Management, Dispatch Program, CAS Program, IMIS and Microsoft Office.
- Knowledge of pertinent Wildfire Management Policies, Standard Operational Procedures, Business Rules and Guidelines, the Canadian Aviation Regulations, the Forest and Prairie Protection Act, Wildfire Management Certification Manual and pertinent Transport Canada and Industry Canada Regulations.
- Working knowledge of the Occupational Health & Safety Regulations and Directives, Freedom of Information and Protection of Privacy Act, Human Resource Policies and Procedures and Finance Policies and Procedures.
- Ability to work independently and in a team environment.
- Available to be exported to wildfire incidents or other WMA fire centres.
- Ability to work overtime and alternate work shifts to ensure continuous coverage of the logistics desk in the Forest Area.
- Ability to work effectively under stressful conditions.
- Ability to set project goals and monitor the performance of seasonal staff.
- Ability to pass the required physical fitness test and available for export in a logistics role.
- Possess a clean Class 5 driver's license.

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

- Oil and Gas/Construction Companies for Heavy Equipment
- Community vendors – hotels, restaurant and fuel
- Provincial vendors – fuel, provincial contractors
- All Forestry Division staff and Environment and Parks Operations staff (Compliance/Approvals/Resource/Business Support)
- Provincial Wildfire Management staff
- Wildfire Management staff at the Alberta Wildfire Co-ordination Center. (AWCC)
- FIRES application support staff
- Forest Industry and Stakeholders
- Municipal Districts and Counties when creating emergency phone list
- First Nation Communities involved with contracted manpower and equipment.
- General Public that comes to the front counter
- Wildfire crew contractors

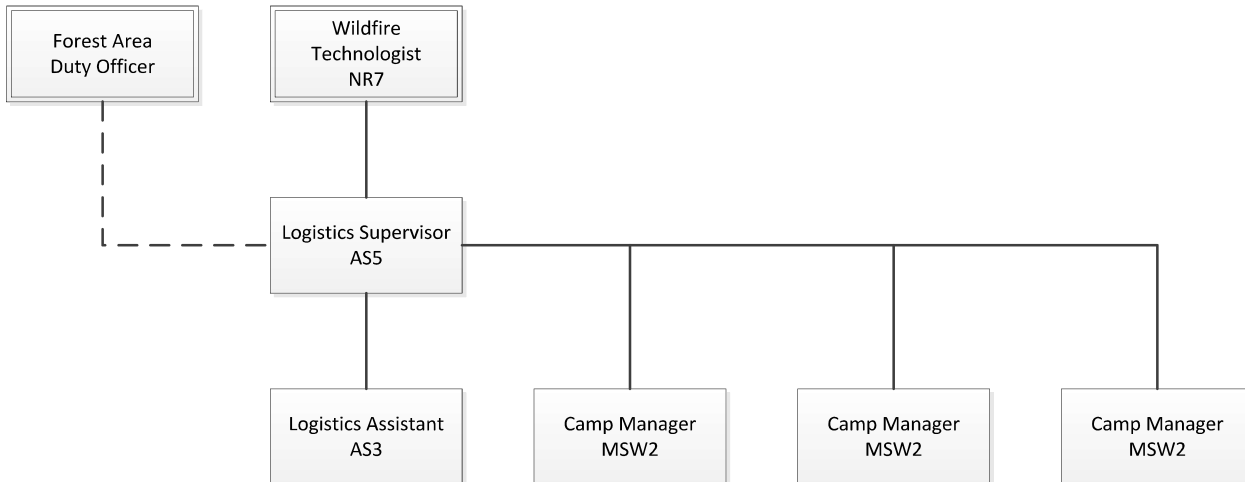
SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Supervise seasonal Logistics Assistant and Camp Supervisors. Current position of Logistics Assistant that would be supervised is a wage AS3 and Camp Supervisors are MSW2. Supervision of personnel will increase with increased wildfire activity.

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](#)).

This role is required throughout the year to ensure systems and resources are prepared prior to the start of wildfire season and to ensure the follow through of completion upon the end of fire season. This position supports all the Forestry Division programs with logistics through the year including programs such as the winter MPB control. The logistics position contributes to supporting the warehouse, dispatch and other functions in periods of staff shortages.

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