

Update

Ministry

Public Safety and Emergency Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

WUI Officer

Current Class

Stds Safety and Compliance 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

62441 5

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

AEMA/SPOC

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2025-04-11

Responsibilities Added:

Updated to include WUI program and training requirements

Responsibilities Removed:

Removed SAR

Job Purpose and Organizational Context

Why the job exists:

The Alberta Emergency Management Agency (AEMA) is accountable and responsible to the Alberta government, to Albertans, and to their communities, for the protection of people, their property, the environment, and the economy from the effects of disasters and emergency events. Alberta relies on a decentralized public safety system for managing the various emergency events and types that occur every year. The system is made up of many stakeholders and partners including government ministries, municipal agencies, non-governmental organizations, industry, First Nation communities and Metis Settlements. AEMA accomplishes its mandate by effectively and successfully leading the coordination, collaboration and cooperation between all entities involved in the mitigation, preparedness, response, and recovery activities within this diverse partnership.

Reporting to the Manager, Wildland Urban Interface (WUI) Operations and Training, the WUI Officer works closely with the Forest Operations Branch (FOB) and is responsible for the direct support and guidance to municipal and private fire services in all matters related to WUI operations, preparedness, training, and the provincial WUI program. Serving as the primary liaison between the AEMA, the FOB and WUI program stakeholders --including but not limited to municipal fire departments, First Nation communities, Metis Settlements, private contractors, and industry --the WUI Officer ensures seamless coordination and integration of WUI operations at the provincial level.

As a subject matter expert (SME) in WUI operations, the WUI Officer represents the Government of Alberta (GoA), providing expert guidance and acting as a vital link between local authorities responsible for emergency response and AEMA, which coordinates provincial-level support. The position is responsible for delivering technical, operational, training, and administrative expertise on all aspects of WUI, including deployment strategies, FireSmart initiatives, incident management, and compliance with the Alberta WUI program. Key responsibilities include assessing community training needs, developing and delivering training programs, facilitating grant applications, providing real-time assistance to communities during large-scale fire emergency incidents, conducting public education initiatives, performing WUI fire risk assessments, and evaluating community readiness and recovery programs.

The WUI Officer plays an integral role in developing and enhancing Provincial WUI system capacity, including operations, reporting, training standards, and tasking protocols for various agencies. This position also contributes to quality assurance efforts within the provincial WUI system, ensuring data-driven decision-making that directly impacts public safety across Alberta. Officers are assigned to one of multiple regions throughout the province, each encompassing municipalities and fire departments in diverse rural, urban, and metropolitan settings.

The WUI Officer works independently to rapidly identify complex problems or issues in WUI programs, integration with broader emergency management programs and processes, or delivery of WUI at time of incident and advises local authority or FOB on possible solutions or develops innovative and creative solutions for the GoA to address the problem(s).

During emergencies and disasters, the WUI Officer may be staffed within the Provincial Emergency Coordination Centre (PECC) as a member of the Logistics Section. Alternatively, this position may be deployed to the field and/or a community Incident Command Post (ICP), Unified Command Post (UCP) or Emergency Coordination Centre (ECC) to provide specialized operational and technical guidance on WUI capabilities, emergency management, and response coordination. In these high-pressure environments, the WUI Officer is responsible for making informed, time-sensitive responses that could have significant consequences for public safety and emergency response outcomes.

Responsibilities

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

The WUI Officer is responsible for enhancing Alberta's capability to prepare for, respond to, mitigate, and recover from WUI incidents. This includes integrating structural fire services into the WUI environment, supporting community



preparedness efforts, providing expert technical and operational advice, coordinating deployment and incident response, and advancing public education and hazard mitigation strategies. The position requires strong collaboration with municipalities, Metis Settlements, First Nations, provincial and federal agencies, industry, and emergency management stakeholders.

Preparedness and Program Development

- Support the development, implementation, and continuous improvement of WUI capabilities across Alberta, ensuring alignment with provincial policies, codes, and standards.
- Develop and maintain a provincially verified WUI capabilities inventory for fire departments and relevant industry stakeholders.
- Provide strategic and technical advice to local authorities, including Fire Chiefs and Directors of Emergency Management, to strengthen their emergency management programs under the *Emergency Management Act*.
- Assist municipalities, Indigenous communities (including First Nations and Metis Settlements), and industry operators in the design and delivery of WUI fire services, including operational planning, training, equipment procurement, and personnel development.
- Provide expertise during planning for new subdivisions to ensure compliance with WUI-related legislation and codes; work directly with planners, developers, and contractors to support community resilience.
- Identify deficiencies during emergency plan and development reviews, recommend corrective actions or alternative compliance methods, and provide applicable regulatory references.
- Encourage adoption of best practices in emergency planning, including use of the Community Emergency Plan and improvements to local processes and protocols.
- Conduct WUI hazard and risk assessments using provincial methodologies to evaluate values at risk and support mitigation strategies.
- Analyze fire and life safety issues from a WUI perspective, accounting for community concerns, regulatory constraints, available resources, and emerging technologies.
- Promote integration of municipal fire training, incident command systems, and fire ground operations into WUI protocols.
- Represent AEMA through regular liaison with provincial WUI teams, FOB, the Alberta Fire Chiefs Association (AFCA), industry, and other key stakeholders.

Communities Pre-Activities

- Support the evaluation and enhancement of local emergency plans, ensuring alignment with legislative requirements and provincial best practices.
- Provide technical advice to emergency managers, elected officials, and the public on hazard identification, risk assessments, governance structures, and personal preparedness.
- Assist in the development and revision of WUI standard operating procedures, emergency management guidelines, and training curricula.
- Deliver and coordinate training sessions and workshops across the region, tailored to address identified capability gaps and needs.
- Facilitate mentoring and coaching for local and regional emergency management practitioners and fire personnel.
- Lead and support data collection efforts to assess WUI threats, response effectiveness, and public education impacts.
- Conduct analysis using statistical methods to inform policy development and program improvement.
- Investigate WUI-related safety concerns and provide documented findings and recommendations.

Activation, Incident Response, and Deployment

- Support province-wide resource availability tracking for WUI incidents and ensure readiness of structural fire resources for deployment.
- Serve as PECC WUI Ordering Manager during WUI activations to coordinate mobilization of structural fire resources in accordance with provincial response frameworks and support the training and mentoring of PECC WUI augmentees.
- Apply expert knowledge of existing GoA programs and plans, including FOB, to initiate their activation in support of communities as needed.
- Oversee cross-jurisdictional mobilization of resources, working in close coordination with Forestry and Parks, Incident Command, Unified Command, and local fire services to ensure effective integration.
- Deploy as a WUI subject matter expert to communities during pre-impingement or active incidents, providing operational guidance and support to command teams.
- Respond to emergency or disaster events, typically in-person at Emergency Coordination Centres (ECCs) or with Incident Management Teams (IMTs), delivering technical support, strategic recommendations, and coordination with local, provincial, and potentially federal stakeholders.
- Maintain high personal readiness and be prepared to travel independently, operate in austere environments, and work extended hours during emergency deployments.
- Provide regular and detailed situation reports to the PECC, identifying risks, resource gaps, and emerging needs to

support coordinated response planning.

- Continuously monitor progress against response objectives and support the activation of Government of Alberta emergency programs as needed.
- Participate in After-Action Reviews (AARs), post-incident assessments (PIAs), and cross-jurisdictional reviews following WUI and other emergency events.
- Assist communities in recovery activities and post-impingement activities as WUI experts.

Hazard Mitigation

- Provide expert recommendations on modifications to provincial codes and standards to address evolving WUI challenges.
- Understand and advise on the legal framework governing the development, enforcement, and revision of fire safety regulations at the provincial and local levels.
- Conduct risk and hazard assessments using incident intelligence, predicted fire behavior, and available community data to prioritize and resource mitigation strategies.
- Advise developers, homeowners, planners, and landscape professionals on effective mitigation actions, including fire-resistive construction, defensible space, and site-specific landscaping techniques.
- Contribute to the development and monitoring of structure protection plans that are adaptable to changing conditions and account for available resources, weather, fire behavior, and community characteristics.
- Support evacuation and shelter-in-place planning in coordination with local authorities and partner agencies.
- Analyze incidents for potential hazardous materials involvement and provide guidance on public safety, firefighter protection, and environmental risks.
- Educate stakeholders on strategic mitigation actions aligned with community goals and overarching provincial strategies.

Public Education and Community Engagement

- Collaborate with FireSmart Alberta in the design and implement comprehensive public education programs focused on reducing WUI-related hazards.
- Develop and deliver tailored presentations to community groups, industry partners, and municipal councils on fire and life safety topics.
- Assess fire education needs and apply effective communication tools to reach diverse audiences and measure educational impact.
- Facilitate stakeholder meetings, build partnerships, and foster collaborative solutions to shared fire safety and preparedness challenges.
- Maintain a detailed WUI training database, tracking course completions, trained personnel, and certified instructors.
- Support the design and continuous improvement of WUI training curriculum and deliver instruction across all program areas.
- Provide mentoring and coaching to fire service personnel to support professional development and leadership growth within the WUI discipline.



Problem Solving

Typical problems solved:

Problems often involve a high degree of complexity associated with high consequence and risk evaluation and management within an WUI incident response context involving human life (i.e., general public and staff). Decision-making in a high consequence environment also involving personnel, equipment, hazards, Occupational Health and Safety requirements, risk management, and factors sometimes out of the realm of control (e.g., weather).

The incumbent provides WUI expert advice to local governments in municipalities, First Nation communities, Metis Settlements, private contractors and industry with expert advice and guidance in all aspects of WUI and emergency management. Needs at time of incident and levels of capability and capacity for WUI delivery vary across communities, requiring the WUI Officer to be adaptable and maintain a broad and comprehensive knowledge of the communities across their assigned region. Problem solving may also occur within a politically complex environment with frequently changing priorities.

The WUI Officer plays a critical role in building and maintaining relationships with some of AEMA 's most critical stakeholders in local governments, private, and industry. The WUI Officer must be a strong relationship-builder and capable of creating a collaborative working environment involving a wide range of stakeholders. The position is expected to influence decision-makers and GoA partners with the aim of building WUI capabilities, depth, and achieving continuous improvement, in a highly collaborative manner.

Emergencies can occur at any time. WUI Officer may be called upon to support communities directly through

deployment to impacted communities or directly to the field or to work in the PECC, outside of normal working hours. This allows the WUI Officer to develop and maintain situational awareness of WUI needs and support the development and maintenance of the Common Operating Picture for that incident.

The WUI Officer works with a high degree of independence when working in the region, in accordance with ministry, AEMA, unit, and program plans and priorities, existing legislation and standards, and the needs of the specific communities across the assigned region. The WUI Officer has the authority to determine how best to engage and work with communities on their specific needs and resolves operations problems independently.

WUI Officer also participate in projects and activities led by other Ministries requiring WUI subject matter expertise. The WUI Officer may also be asked to provide WUI subject matter expertise and represent the GoA in external working groups or committees.

Types of guidance available for problem solving:

The Manager is available to support with the more complex issues, but the WUI Officer must be able to act autonomously in the field during emergency situations, ensuring technical advice includes risk evaluation and management within the context of WUI incident response.

Additional guidance is available by;

- Staff, team members, networks, partners, other agencies, etc.
- Legislated requirements (e.g., regulations, policies, etc.)
- Best practice standards and guidelines
- Case studies, peer literature and research publications

Direct or indirect impacts of decisions:

The advice and direction given by WUI Officer, both in program development and during incident response is relied upon by GoA's stakeholders to enhance their WUI planning, mitigation, response and recovery plans and efforts for the provision of WUI, and can have significant community/human, safety, legal, financial, and political ramifications. It is imperative that this advice is accurate, appropriate, timely, and tailored to unique situations and circumstances. In an actual emergency or disaster, this advice could be the difference between the loss and saving of a life(s).

The WUI Officer requires substantial human relations, advisory, and networking skills to influence behaviour to enhance the overall WUI system and ensure appropriate standards; policies and support programs are in place. The position will need highly developed facilitation and relationship building skills to identify and resolve emerging issues related to the contracts, training priorities, and operational co-ordination so that the WUI program as a whole is prepared and ready to respond as needed.

Key Relationships

Major stakeholders and purpose of interactions:

Internal Clients - Nature and Purpose of Contact

- **Director, WUI Manager, and FOB** - Provide/exchange situational awareness of WUI/emergency management support and response activities. Provide WUI advice, collaborate and share information
- **Other AEMA Staff** - Direct/train/influence. Support AEMA in the development and maintenance of the Common Operating Picture. Provide situational awareness of WUI field operations activities.
- **Other PSES Staff** - Provide advice/seek direction.
- **Regional and First Nation Field Officers** - Provide updates on regional operational and tactical information for collaboration and information sharing.
- **Other GoA Departments** - Participate in or lead standing or ad hoc committees. Liaise with other departments to coordinate support to local authorities. Provide advice and inputs based WUI. Collaborate on common initiatives and the WUI program as required.

External Clients - Nature and Purpose of Contact

- **Alberta Communities** - This includes all levels of municipal government, Metis Settlement and First Nations councils including elected officials, CAOs and department heads, including the Fire Chief, Fire departments, Director of Emergency Management. Coordinate activities of WUI program in support of local authorities in all four pillars of emergency management.
- **British Columbia Wildfire Service** - Collaborate on common initiatives and the WUI program as required.
- **Alberta WUI Advisory Committee** - Provide information and analysis as required. Provide/exchange situational awareness of WUI/emergency management support and response activities.

- **Provincial WUI Teams** - Provide operational and tactical support to the Provincial WUI teams.
- **Federal Government agencies such as Public Safety Canada** - Provide/exchange situational awareness of WUI activities. Provide advice and exchange ideas. Communicate/ collaborate/ synchronize WUI activities.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Certificate (1 year)	Other		

If other, specify:

NFPA Level 2, fire protection technology, public safety administration,

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

Education & Training

- A related degree in emergency management, public administration, management or emergency services administration is desirable, or equivalent years of education in a related field.
- Minimum Incident Command System (ICS) 300
- NFPA 1001 Level II, Standard for Fire Fighter Professional Qualifications,
- NFPA 1002 Levels (Aerial and Pumper Levels), Standard for Fire Apparatus Driver/Operator Professional Qualifications,
- NFPA 1021 Level II, Standard for Fire Officer Professional Qualifications,
- NFPA 1051 - 1140, Standard for Wildland Firefighting Personnel Professional Qualifications is an asset,
- HTC S131 unit; 3-Fire Behaviour Fundamentals, 4- Fire Suppression Fundamentals, 9- Heavy Equipment, 10- Fireline Patrol and Mop-up, 12-Helicopter Operations, and 13- Airtanker Operations
- CFFC: S-134 Safety on the Fireline, S-290 Principal of Fire Behaviour, S-291 Understanding the Fire Weather Index System
- Minimum Class 5 driver's license with ability to achieve air brake certificate.
- FireSmart Assessor is an asset
- NFPA 1031 Level II, Standard for Professional Qualifications for Fire Inspector and Plan Examiner considered an asset
- NFPA 1033, Standard for Professional Qualifications for Fire Investigation considered an asset
- Alberta Fire Safety Codes Officer Inspector B2 and Investigator C2 considered an asset
- Structural protection specialist training consider an asset.

Experience

- Fire Officer in a Municipal Fire Department with Wildland Firefighter experience.
- Demonstrated experience leading teams of professionals.
- Leading geographically dispersed staff is desirable.
- Budget development and management.
- Dealing with the public, news media, emergency responders (police/fire/EMS) and senior level officers in the public, private and volunteer sectors.
- Has worked in large, complex, Type 3 or higher wildland fire incidents.
- Working either in a public/private setting in a field involving both operational and tactical level emergency management.

Knowledge

- Thorough knowledge of Alberta's Wildland Urban Interface Guidelines, AEMA's mandate and the Alberta emergency management system.
- Detailed knowledge of the *Emergency Management Act* and its associated regulations.
- Working knowledge of other related provincial legislation and regulation (*Municipal Government Act, Forest and Prairie Protection Act*, etc.).
- Strong level of understanding of the Alberta Emergency Plan (AEP) and the Alberta Incident Management System (AIMS).
- Thorough knowledge and understanding of ICS.
- Working knowledge of provincial plans, agreements, arrangements, and procedures for emergency management.
- Working knowledge of Canadian and international standards related to wildland firefighting, municipal

firefighting and emergency management.

- Awareness and understanding of provincial capabilities and key vulnerabilities within emergency management.
- Operational understanding of the Freedom of Information and Protection of Privacy Act and regulations.
- Knowledge of strategic, operational, and tactical planning processes, as well as planning processes used within the GoA.
- Understanding of the Disaster Recovery Regulation and their associated guidelines.
- Knowledge of risk and vulnerability analysis of natural, technological and/or civil hazards, especially related to the implementation of event response activities.

Skills

- Excellent leadership skills.
- Excellent written and verbal communications skills.
- Strong negotiating, motivating, team building and consensus building abilities.
- Ability to deal with unpleasant, sensitive, disputed and/or critical matters in an objective, productive and compassionate manner.
- Proven ability to lead staff under extremely stressful conditions and emergency situations, providing concise and calm direction in highly critical situations.
- Adaptable to changes in responsibility and situation.
- Strong time management and decision-making skills.
- Excellent problem-solving skills.
- Ability to operate four-wheel drive vehicles in all road conditions.
- Working ability to utilize the MS Office Suite of applications.

Abilities

- Recognizes and appreciates the potential impacts of decisions on stakeholders.
- Analyzes and evaluates situations to objectively identify problems and develop possible solutions.
- Works independently in a professional manner and in accordance with standard operating procedures.
- Analyzes information and develops reports that evaluate risk and vulnerability from hazards.
- Ability to read and interpret hazard analysis maps and reports.

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		
Systems Thinking	☐	☐	☐	☒	☐	Integrates broader context into planning: • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress	WUI Officer analyze the current situation, identify issues and challenges, and provide recommendations for more effective WUI program and processes for individuals communities or within their assigned region.

Creative Problem Solving	☐ ☐ ☐ ☒ ☐	Works in open teams to share ideas and process issues: • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization	Problems often involve a high degree of complexity associated with high consequence and risk evaluation and management within an WUI incident response context involving human life (i.e., general public and staff). Decision-making in a high consequence environment also involving personnel, equipment, hazards, Occupational Health and Safety requirements, risk management, and factors sometimes out of the realm of control (e.g., weather).
Develop Networks	☐ ☐ ☒ ☐ ☐	Leverages relationships to build input and perspective: • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships	Strong relationship building skills are necessary to work with multiple stakeholders at all levels of government and industry. This position must work closely with multiple stakeholders, competing priorities, in a high stress environment while assessing risk and meeting resource needs.
Build Collaborative Environments	☐ ☐ ☒ ☐ ☐	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	Develop and maintain effective relationships with a wide variety of stakeholders, partners, such as municipalities and ministry EM coordinators.
Develop Self and Others	☐ ☐ ☒ ☐ ☐	Plans according to career goals and regular development: • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals	This position must remain must track current trends and best practices, as well as anticipating future trends in order to provide solutions and implement strategies.

		• Provides feedback and openly discusses team performance • Values team diversity, and supports personal development	
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Benchmarks

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

FP - Mountain Rescue Specialist - 047ST46
MA - Regional Technical Advisor

Assign

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