



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildfire Technician	
Position Number	Community	Division/Region
23-12377	Norman Wells	Sahtu

PURPOSE OF THE POSITION

The Wildfire Technician supports Regional and Territorial delivery of the forest fire program and will perform as an incident commander for wildfires in the Northwest Territories and on Incident Management Teams for national or international response. The Wildfire Technician will assist in supervision and coordination of activities of seasonal and contract wildfire crews in pre-suppression and suppression operations. The incumbent will also undertake fire analysis and planning functions for the Department.

SCOPE

Located in Norman Wells and reporting to the Manager, Forestry Operations, the Wildfire Technician provides support to the Region in the delivery of the wildfire program, typically during the months April to September. The incumbent receives day-to-day direction from the Regional Duty Officer.

Regional fire operations require a significant level of coordination to ensure effective and efficient use of resources, especially during periods of high suppression activity. The incumbent ensures that assigned seasonal and contract fire crews are trained, prepared, and supervised to complete required forest fire management tasks. Completing initial and long term assessments of fire occurrences is also an important aspect of this position.

The incumbent is expected to have the technical knowledge and supervisory skills to effectively coordinate the activities on Type 3 level incidents as the Incident Commander, which is a smaller fire event that extends beyond the initial attack period. Additionally, the incumbent will be able to function as a Division Supervisor for a Type 2 Incident. Strategic and tactical decisions depend to a considerable degree on the Wildfire Technicians analysis of the situation, the issues involved and the selected course of action. This analysis directly contributes to the development of Fire Response Plans and Wildfire Situation Analysis. The



work involves conditions and elements, such as fire weather, fuel types and topography that must be identified and analyzed to discern interrelationships. The incumbent is also required to assess and assist in the completion of long-term fire growth analysis. The incumbent will be expected to implement the prescribed burn and ignitions program for the Department on wildfires or prescribed fires to which they are assigned.

When responding to an incident and monitoring the implementation of fire response plans on the ground, the Wildfire Technician is expected to ensure work is completed in accordance with the plan and with departmental policy and guidelines. Requirements for ensuring personnel and public safety are significant.

RESPONSIBILITIES

1. Maintains assigned seasonal fire crews and contract personnel in a high state of preparedness during pre-suppression periods for the purpose of initial action on fire events.

- Attends daily fire weather and situation briefings.
- Briefs assigned Wildfire crews on assignments, alerts and safety issues with respect to fire weather and advisories.
- Ensures assigned resources are in a state of readiness appropriate to the alerts established.
- Deliver training to wildfire crews and Extra Fire Fighters to ensure they meet the training requirements of their positions.
- Undertake interface response planning and live exercises to ensure peak readiness of resources.

2. Coordinates and supervises assigned seasonal fire crews and contract personnel while they are engaged in fire response activities.

- Directs, supervises and coordinates multiple resources required to suppress small to moderate fires in an Initial Attack (IA) response.
- On new fire starts makes an initial evaluation of the fire situation at the incident location and determines the best approaches and practices to use in protection of the values at risk.
- Perform as an Incident Commander on Type 3 sustained action fires.
- Perform as a Division Supervisor on Type 1 or 2 Incident Management Teams.
- Ensures proper fire suppression techniques and tactics are employed to extinguish fires.
- Implement ignition operations into tactical wildfire response when required.
- Plans for sufficient resources, including personnel and equipment, to meet response plan objectives.
- Briefs wildfire crews on safety practices and ensures safety practices are observed



at all times.

- Monitors use of equipment for consistency with departmental standard operating procedures.
- Assumes responsibility for Wildfire crew conduct and welfare.
- Ensures established aircraft management procedures are adhered to.
- Participates as an overhead Incident Management Team member when required.

3. Initiates and completes operational reports and records.

- Completes necessary wildfire, training and fitness testing reports.
- Maintains regular weather and fire behavior observations on active fire operations.
- Ensures all costing information is provided daily during fire response under their responsibility.
- Ensure training audits and evaluations are completed for staff under their supervision for all fire events and project work.
- Participate in After Action reviews and performance reviews undertaken for wildfire response.
- Collect and report wildfire data and value at risk information.
- Provide information to support disciplinary action for staff under their supervision.
- Collect and report on fire causal information to support fire investigations.

4. Coordinates and supervises assigned seasonal wildfire crews engaged in pre-suppression and maintenance activities.

- Assist in delivering training to wildfire crews and extra fire fighters.
- Supervises pre-suppression work projects including Community Protection projects.
- Ensures that crews safely perform necessary testing of firefighting equipment and prepares reports on testing.
- Directs crews in checks and drills to ensure crew proficiency.

5. Assists the Regional Duty Officer

- Participates in forest fire detection activities.
- Conducts infrared scanning for operations as required.
- Conducts regular aerial patrols to monitor growth of active fires.
- Obtains updated perimeters with GPS for posting in mapping systems.
- Assists in the preparation of Fire Response Plans.
- Supervises assigned project work.
- Participate in the delivery of Departmental Prevention programs.

6. Other duties

- Undertake work to support Forest Management including work related to Forest Resources.



- Participates and support emergency response within the NWT for activities not related to wildfire response.

WORKING CONDITIONS

Physical Demands

Strenuous physical effort while engaged in fire suppression is required over an extended period of time while constructing fire guards, carrying fire hose and digging out ground fires as well as doing maintenance work on grounds, buildings and equipment.

Environmental Conditions

Fire suppression duties are typically carried out in an environment subject to intense smoke, heat, insects, variable weather and difficult terrain.

Sensory Demands

The work requires a high level of continuous attention under sometimes considerable stress to assess firefighting requirements, organizing, and directing firefighters and aircraft in the field.

Mental Demands

During busy fire periods, there is pressure to read and react to changing situations and be responsible for staff's overall safety, transport, feeding, etc. during suppression activities. Being away from families and home communities while on the fire line can add stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of policies and procedures applicable to forest fire management
- Working knowledge of fire behavior and all aspects of the Canadian Forest Fire Danger Rating System.
- Thorough knowledge of fire management concepts, wildland fire suppression tactics, resource capabilities and limitations, fireline communications, and efficient crew utilization obtained through substantial service as a primary firefighter.
- Knowledge of accepted wildland fire safety practices and procedures.
- Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fixed and rotary wing aircraft.
- Proven ability in effectively supervise personnel.
- Ability to pass on clear and concise verbal and written instructions and reports.
- English language fluency required for communications with air crews, Initial Attack Officers, Division Supervisors, etc. (For safety reasons)
- Proven ability to work under adverse highly pressurized conditions

- Ability to plan and manage own and others workload, taking into consideration shifting priorities, limited resources and impacts of decision.
- Able to complete ICS-300
- Able to complete training in WHMIS, TDG (ground), Standard First Aid, CPR and AED.
- Able to complete mandatory supervisory and HR training
- Ability to perform basic computer technology skills such as word processing, electronic mail, internet use and specialized fire information databases and programs.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A high school diploma and minimum five fire seasons, with progressively increasing responsibility in fire operations and two seasons experience in supervision.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Possessing an unrestricted class 5 driver's License.

Position Security (check one)

- ☒ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 READING COMPREHENSION:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 WRITING SKILLS:
 Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred