



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildfire Crew Leader	
Position Number	Community	Division/Region
23-14705	Norman Wells	Beaufort Delta

PURPOSE OF THE POSITION

The Wildfire Crew Leader is directly responsible for training, organising, and supervising a wildfire crew to respond to active forest fires and to perform forest management activities. The incumbent is also responsible for testing and maintaining forest management equipment and performing minor building and ground's maintenance.

SCOPE

Located in Norman Wells and reporting to the Manager, Forestry Operations, the position is responsible for ensuring Wildfire Crew Members are organized, trained, and equipped to complete the required forest management tasks safely and efficiently. The incumbent must anticipate the needs pertaining to people, equipment and supplies while engaged in forest management activities.

The incumbent receives day-to-day direction from the Regional Fire Technician, and written and/or verbal direction may also come from the Regional Duty Officer or Incident Commander during deployment.

RESPONSIBILITIES

1. Directs, organizes, and supervises crew on active wildland fires to ensure efficient management of emergency situations.

- Frequently acts as Incident Commander on Type 4 or 5 wildfires coordinating and supervising suppression activities including initiating appropriate attack strategies and tactics, resource allocation and aircraft management.
- Initiates initial attack strategies and tactics and ensures staff members are fully briefed prior to commencement of suppression activities.



- Ensures that initial attack strategies and tactics are implemented and if required, initiates alternate strategies and Directs, organizes and supervises a crew of up to five (5) individuals on active wildland tactics as fire environment changes.
- Coordinates staff and equipment placement along fire line.
- Anticipates the needs pertaining to people, equipment, and supplies to ensure that resources are adequate for the task.
- Documents all actions taken during preparedness and suppression activities.
- Creates and distributes fire maps.
- Alerts supervisor of, and addresses, any safety concerns.
- Alerts crews of any safety concerns.
- Maintains contact with the next in chain of command within an Incident Command Team.
- May be called upon to fulfill duties within an Incident Management Team.
- Adjusts work plans to meet anticipated events such as wind shifts, equipment failures, and changes in applied technique.
- Communicates with participating aircraft to maintain safe and efficient action.
- Establishes and maintains radio contact with appropriate firebases and other resources.
- Documents and submits crew time to Fire Program staff.
- Monitors fire line and camp procedures to ensure that safety protocols are observed by all crew members.
- Maintains record of suppression equipment received and its location on fire line.
- Evaluates crew's performance on fire line and completes any required after-action reviews.
- Complete task safety analysis.
- Participates in camp setup and demobilization.
- Participate in the disciplinary process for staff under their supervision.
- Ensures camps and fire line receive proper clean-up before demobilization.
- Adheres to established aircraft management operational and safety procedures.

2. Ensures forest management equipment meets required operational standards by testing, and ensuring proper use and maintenance.

- Instructs crew on the testing, maintenance, and proper use of equipment.
- Inspects all equipment to ensure that it is in good working condition and is readily available for initial deployments.
- Inspects equipment in the field to ensure it is in proper working order and receives scheduled maintenance when required.
- Carries out preventative maintenance to suppression equipment before its return to central stores.
- Prepares equipment and supplies and places marks of identification on them.



- Identifies and flags faulty equipment.
- 3. Ensures crew members are trained and prepared for all aspects of their duties.**
 - Assists instructors in the training of crew members and emergency fire fighters.
 - Participates in all training sessions as required.
 - Provides on the job training and mentoring for crew members on the proper use and maintenance of fire equipment and in suppression strategies and tactics.
 - Evaluates crew members to ensure they are knowledgeable of standard safety and operating procedures.
 - Identifies training needs for self and crew members.
 - 4. Participates in the forest fire prevention and detection program.**
 - Operates vehicles over designated patrol routes and makes scheduled aircraft patrols as an aerial observer.
 - Assists in the delivery of regional prevention activities.
 - Leads loaded patrols as necessary to facilitate rapid response for initial attack.
 - Maintains records of patrols carried out and information obtained concerning condition of the forest, weather, roads, and water sources.
 - Conveys information to the Duty Officer effectively by means of verbal description, notes, photographs, sketches, or video.
 - 5. Performs other Forest Management duties as assigned.**
 - Takes weather observations in the field for calculating fire danger indices.
 - Posts forest fire danger warnings at the direction of the Regional/Area Duty Officer.
 - Maintains vehicle logs (as assigned).
 - Assists in infrared scanning as required.
 - Assists in wildfire and Forestry education programs.
 - Assists in hazard abatement and community protection actions (as assigned).

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

Duties require 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, must react to changing situations and feel the pressure of responsibility for the safety of crew members. Long, continuous stretches on the fire line can disrupt home routine and cause mental stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of fire control practices and policies.
- Demonstrated knowledge of weather and forest fire behavior.
- Demonstrated knowledge of fire line equipment and its use.
- Demonstrated ability to motivate and guide subordinates to work effectively, efficiently and safely in the conduct of their duties.
- English language fluency required for communications with air crews, Initial Attack Officers, Division Supervisors, etc.
- Able to complete the S-230 Crew Leader Training Course.
- Able to complete ICS-100 and ICS-200.
- Able to complete training in WHMIS and TDG (ground).
- Able to complete training in Standard First Aid, CPR and AED.
- Able to complete mandatory supervisory and HR training.
- Valid Restricted Operator Certificate - Aeronautical (ROC-A)- License.
- Demonstrated competency in usage of GPS (Global Positioning System).
- Demonstrated competency in usage of issued safety devices such as InReach device and satellite phone.
- 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:

Classroom courses combined with extensive fire line experience and field training, typically acquired in 3 years as a Wildfire Crew Member.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Passing the annual agency fitness testing is mandatory for the position.

Possessing an unrestricted class 5 driver's License is required.

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