



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Airtanker Base Loader	
Position Number	Community	Division/Region
23-16049	Hay River	Forest Management

## PURPOSE OF THE POSITION

The Airtanker Base Loader is responsible for the safe, efficient, and effective airtanker loading operations while receiving daily direction from the Airtanker Base Loader, Supervisor.

## SCOPE

This position is in Forest Management Division Headquarters (FMD) and is located at the Hay River Airtanker Base and reports to the Airtanker Base Loader, Supervisor in Hay River. The incumbent is responsible for retardant mixing, testing, and loading of wildfire retardants into aerial fire-fighting aircraft, as directed within defined contract, product specifications and limitations. The incumbent will work with a variety of airtanker aircraft including: land-based, water skimmers, and various import airtankers from other Agencies.

The position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT *acts*, regulations, policies, and Departmental procedures, as well as Transport Canada airport acts, regulations, and policies. The position will be in place seasonally for 4-5 months, May to August/September. Arrangements may be made to accommodate a candidate's education program.

The incumbent is required to operate a variety of equipment included but not limited to; flat deck trucks (automatic and manual transmissions), propane powered forklifts, gasoline motors of various sizes, lawn equipment including mowers and brush cutters, as well as pumps powered by gasoline or electricity. The incumbent will have daily responsibilities that include: facility maintenance, work ship maintenance, daily housekeeping, grounds maintenance and mechanical maintenance on all essential equipment.



Loading wildfire chemical retardants into airtanker aircraft is critical to successful fire-fighting operations. Failure to effectively mix and load retardant into airtanker aircraft may result in losses to life, property, resources and socio-economic cultural and/or historical values and may place air and ground crews at serious risk.

## **RESPONSIBILITIES**

### **1. Perform mixing and loading of long and short-term fire retardants into fixed wing airtanker aircraft.**

- Implement manufacturer and Departmental standards and standard operating procedures for mixing and storage of chemical fire-retardant products.
- Implement and follow safe work loading procedures for each of the airtanker aircraft types utilized by the Department, as well as any other national airtanker aircraft type that could be imported into NWT.
- Marshal aircraft into and out of the loading position on airtanker base apron area utilizing hand signals and proper communication procedures.
- Monitor and maintain Transport Canada airport airside security regulations and requirements for airside access.
- Actively aware of changing environmental and working conditions during “hot loading” procedures of an airtanker aircraft.
- Become familiarized with various imported airtanker aircraft, as required.

### **2. Provide the operation and maintenance of airtanker base facilities in a safe, effective manner.**

- Receive a daily briefing from Airtanker Base Loader, Supervisor as to the operational plan for the day.
- Follow allocated and work schedules from the Airtanker Base Loader, Supervisor.
- Receive training in safe work procedures assigned to the base and carry out these procedures safely, efficiently, and effectively.
- Ensure all personal protective equipment (PPE) is maintained and accounted for.
- Participate in daily safety briefings and operational meetings.
- Performs daily cleaning of airtanker base facilities and workshops.
- Assists with requirements of an airtanker group. i.e.: storage of airtanker group aircraft spares.

### **3. Monitor and maintain specified quality and quantity control of fire retardants to meet Departmental and manufacture standards.**

- Monitor and advise the Loader, Supervisor of inventory levels for supplies of fuel, oil, water, wildfire retardants (powder/liquid concentrate), fire-foam and other supplies and support equipment.



- Record and maintain daily product testing logs, mixing, and loading records and inventory levels.
- Ensure that the material, supplies, and equipment are placed or stored in locations that will not interfere with the fueling or wildfire retardant loading procedures.
- Ensure retardant circulation is performed and obtain samples of mixed and stored retardant product.
- Ensure retardant product is tested (viscosity and chemical composition) and analyzed and implements corrective procedures for maintaining quality standards.

**4. Assists in airtanker base administration and maintenance.**

- Handling, shipping, and storing dangerous goods.
- Liaising and work with the Air Attack Officer who is assigned to an airtanker group when assigned to the base.
- Assist with annual airtanker base start-up procedures.
- Inspect and perform minor repairs on mixing and loading pumps, valves, hoses, and other base equipment.
- Complete minor construction projects such as building fences, decks and storage buildings and daily maintenance of outside facility.
- Receive and transmit airtanker group(s) dispatch information, as required.

**5. Performs other work related duties as required.**

- Provides transportation of staff and aircrews on occasion.
- Performs other appropriate and reasonable duties.

**WORKING CONDITIONS**

**Physical Demands**

Position requires long hours with movement and physical effort; frequent standing, walking, lifting, and carrying heavy equipment and/or materials, and operating a variety of hand and power tools are required.

**Environmental Conditions**

During low hazard, duties will be performed in the proximity of the Airtanker Base facility.

During high hazard, duties are carried out in an environment subject to mild to intense smoke, heat, insects, variable weather, and extended time away from amenities. Hot-loading aircraft will directly expose the incumbent to exhaust fumes. Jet and gasoline exhaust fumes may be present, plus exposure to long and short term fire retardants. This exposure will increase with the wildfire load's long periods.



Travel in light aircraft is required during peak wildfire seasons, as required.

### **Sensory Demands**

Simultaneous use of vision, hearing, and general physical awareness is required during loading; activities in and around moving aircraft and other equipment require constant monitoring and alertness. Periodic exposure to high pitched noise from aircraft will occur.

### **Mental Demands**

Extensive travel is required throughout the Northwest Territories with long absences from home and family during a wildfire season. April to September, inclusive.

During a typical workday, dealing with numerous operational and personnel issues and potentially placing crews at significant personal risk causes significant mental and emotional stress.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Retardant mixing, storage, and loading operations and systems.
- Airtanker base operations and administrative procedures.
- Handling of dangerous goods.
- Hazards materials management.
- Wildfire terminology.
- Communications and interpersonal skills in order to communicate effectively with staff and aircrews.
- Mechanical aptitude with problem solving skills.
- Organizational and time management skills in order to prioritize duties and tasks.
- Computer skills using Microsoft office, specifically proficient in Word, Outlook, and Excel.
- Able to operate the following equipment in a safe manner: pick-up truck; one-ton flat deck; both auto and standard transmission; 5,000 lbs. forklift propane powered; small and large gasoline and electrical pumps; lawn mower (both push and riding); pressure washer and 40 hp wash-down pump; and various power and hand tools.
- Ability to remain composed when under pressure from staff, contractors, and management to meet their demands and expectations.
- Desire to learn and adapt.
- Self-directed and able to work independently.
- 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:**

The completion of a high school diploma. Previous experience working airside at an airport aerodrome, in wildfire suppression activities, and displaying a mechanical aptitude would be an asset.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A Class 5 Driver's License is required.

Must be physically able to perform position duties.

Driver's Airside Vehicle Operating Permit (AVOP) at airport and Radio Operators (ROC-A) License, or ability to obtain them.

**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