



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Forest Resources Technician (Seasonal)	
Position Number	Community	Division/Region
23-16394	Hay River Reserve	Forest Management

PURPOSE OF THE POSITION

The Forest Resources Technician (Technician) is responsible for the supervision of forest data collection and other duties related to field work for the Forest Management Division (FMD; Division)'s seasonal programming to ensure effective implementation of the Division's field activities relating to forest management and planning.

SCOPE

Located in the Headquarters office on the Hay River Reserve and reporting to the Lead Forester, Field Programs (Lead Forester), the Forest Resources Technician is a key position supporting the Forest Management Division's programs and the department's mandate. The Technician performs activities that are territorial in extent and support all five regions (Beaufort Delta, Sahtu, Dehcho, South Slave and North Slave).

The Forest Management Division provides the policy, planning, and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 75 million hectares of forested land in the Northwest Territories (NWT). The Forest Management Program, through its Sustainable Forest Management activities led by the Forest Resources section is responsible for sustainable forest management, which is ensured through the collection of information on the state of forest resources; forest management planning; monitoring of forest health and changes to forest landscapes; regulation of forest practices and planning; and compliance and reporting.

The Forest Resources Technician works closely with the Division's foresters to fill a vital role that ensures its field programming is executed effectively and efficiently. With the direction of the division's foresters, the incumbent is responsible for the supervision of a small team of casual employees and provides crew management, ensures production quotas, and conducts quality assurance during the field season. The data collected through these activities will



increase the Division's knowledge base regarding forest change and sustainability and will have an impact on decision making by forest managers.

The position is in place seasonally for six (6) months, from April to September, and arrangements may be made to accommodate a candidate's education program.

RESPONSIBILITIES

- 1. With direction from Lead Forester, Field Programs, supervises the collection of forestry field data and summer field staff.**
 - Promotes a safe workplace mentality with the field staff. This can be achieved through frequent tailgate meetings, safety discussions, promoting the use of PPE, and ensuring the proper incident reporting procedures are taken.
 - Provides onboarding training for field staff. This training focuses on all aspects of field data collection ranging from proper mensuration techniques to workplace safety requirements.
 - Manages crews to ensure the work is conducted efficiently. This will include working with field staff to minimize operational bottlenecks, providing daily logistical planning for staffers, etc.
 - Makes purchases and tracks expenditures related to the field program. Monthly Visa reconciliation.
 - Performs quality assurance for field work. This will often be completed while in the field, but some aspects can also be completed while in the office.
 - Provides leadership for field crews and offers an overall positive influence. This may include enacting corrective measures with field staff as problems arise.
 - Provides frequent progress reports to other staff.
 - Participates in forest mensuration activities as required.
 - Uses lab equipment to process field samples as required. This may include the use of drying ovens, lab scales, etc.
- 2. Assists with planning and preparation for various field projects.**
 - Mobilizes, demobilizes, and organizes project specific field equipment. This may include conducting asset inventories and placing orders for any required equipment.
 - Researches and recommends new tools and techniques relating to field operations.
 - Provides logistical planning in order to efficiently complete field programs.
 - Assists in operational planning of forest inventory, silviculture, or other field activities.
 - Performs quality assurance for forest inventory, silviculture, or other field projects as required.
- 3. Assists with report writing, data clean-up and compilation.**
 - Prepares summary reports of field work as directed.



- Provides digital clean-up of field data. This may include ensuring consistency in the dataset, organizing photos, and providing suggestions for improvements in the data collection software.
- Conducts data entry as required. Although most data will be collected electronically, some projects may require manual data entry.

4. Provides GIS and database management assistance.

- Updates GIS datasets as required, with direction from the Inventory and Analysis Forester. This may include delineating field operations layers (i.e. authorization areas, harvest blocks, landings, access routes, etc.)
- Utilizes GIS software to create sampling plans, map products, etc.
- Assists with updates to the Division's forestry database. This includes both tabular and spatial data related to inventory and operational planning.

WORKING CONDITIONS

Fieldwork is a mandatory part of this position, up to 16 weeks per year.

Physical Demands

During fieldwork, the incumbent is required to use boats, ATVs, aircraft, chainsaws, small engine equipment, to do heavy lifting and carrying, and to hike through unbroken terrain, often 10-hours per day. Travel to communities and worksites may require long hours or driving long distances.

Environmental Conditions

During the fieldwork, exposure to biting insects, wet, cold, heat, and wildlife may occur. Reconnaissance flights require some time spent in small aircraft.

Sensory Demands

The position requires concentration and alertness during fieldwork for safety reasons including environmental, wildlife, and mechanical issues. Field data collection requires the ability to make precise measurements, use precision equipment, and have attention to detail.

Mental Demands

This position requires travel and work away from home for up to 16 weeks per year, and may be required to travel to attend meetings, up to 4 times per year. There can be pressure on the incumbent from time to time to meet tight field work deadlines related to weather and budget.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of ecological assessment procedures, vegetation identification, forest mensuration, forest sampling methods and mensuration equipment.
- Ability to accurately perform and provide mentorship regarding forest mensuration and vegetation identification.
- Knowledge of Occupational Health and Safety standards, and safety procedures while working in remote locations and amongst wildlife.
- Knowledge of GPS, GIS, and database systems for managing spatial and tabular data.
- Knowledge orienteering and navigation procedures.
- Ability to work in adverse weather conditions.
- Knowledge of operating vehicles, mechanized devices, and equipment such as passenger vehicles, ATV's, UTV's, snowmobiles, watercraft, chainsaws, and brush saws.
- Knowledge of methods to enter, transcribe, record, store and maintain information in written or electronic form (e.g. Survey 123).
- Ability to process information by compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Physical ability to perform activities that require considerable use of your arms and legs and moving your whole body, such as hiking long distances, climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communication skills both verbal and written form for dealing with internal and external clients and stakeholders.
- Organizational and planning skills, particularly for planning and executing remote projects with complex logistics and multiple staff.
- Ability to collaborate with and engage others to accomplish goals.
- Ability to establish and maintain constructive and cooperative working relationships with internal and external stakeholders and colleagues.
- 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:

Completion of a diploma in Forestry and one (1) year of forest mensuration or other forestry field data collection experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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