



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Seasonal Warehouse Person	
Position Number	Community	Division/Region
23-16422	Norman Wells	Sahtu

PURPOSE OF THE POSITION

The Seasonal Warehouse Person, under the supervision and direction of the Regional Material Management Officer (RMMO), will carry out the material and equipment handling activities related to receiving, issuing, shipping, replenishment, expediting, and maintenance for the Hay River warehouse and regional Environment and Climate Change (ECC) facilities.

This position may require travel to work within a regional office, Heli base, fire base, or incident command post within various regions across the Northwest Territories (NWT) and may be exported to other areas of Canada as part of an Incident Management Team (IMT). Functional deployment durations may vary but can last for up to 19 days.

SCOPE

The position is located in Norman Wells and is primarily responsible for the Sahtu region, reporting to the regional RMMO. The incumbent will be responsible for assisting the RMMO in carrying out the duties pertaining to the effective and efficient operation of the warehouses, vehicle fleet maintenance, fuel caches, facilities, equipment maintenance and tracking, firebases, and remote communication sites throughout the Sahtu Region.

RESPONSIBILITIES

- 1. Under the general direction of the MMO, the incumbent helps to organize, maintain, replenish, receive, ship, expedite and prepare firefighting equipment and supplies by issuing these from stock or procuring locally, ensures adequate levels of operational firefighting equipment are available in the warehouse, delivering goods to staging areas or loading onto aircraft for transportation to fire sites, and managing aviation fuel supplies within the region.**



- Assisting in receiving equipment from field operations, cleaning equipment, noting missing or damaged equipment, replenishing kits for reissue, and placing equipment into storage.
- Assisting in checking waybills/packing slips, and transfer vouchers against goods received and reporting any discrepancies to the MMO for further remedial action.
- Processing routing transactions and resolving problems associated with warehousing and material handling.
- Test and maintain fire suppression equipment to ensure it meets operational standards prior to issuance to field staff.
- Check kits to ensure they meet kit standards.
- Assisting in keeping a neat and orderly warehouse and ensuring that proper warehouse procedures and policies are maintained.
- Picking up orders of equipment from various merchant locations and delivering them to staging areas for further transportation, usage, or consumption.
- Ensuring that all equipment and supplies received or shipped by the warehouse are documented by following proper procedures and policies, by using proper forms, recording serial and identification numbers, and ensuring the forms are properly completed.
- Assisting in conducting annual physical inventories at various bases and staging areas in the region, and updating electronic inventories as required.
- Assisting in the regular pick-up and delivery of mail to and from the post office and other locations.
- Assisting in recording issues and receipts to stock cards as well as assisting with filing.
- Daily management of drum fuel supply and the bulk fuel system.
- At times, relocating to and operating from another location in support of fire suppression activities for periods of up to 19 days.
- Under the direction of the MMO, performs other related duties.

WORKING CONDITIONS

Physical Demands

Often uncontrollable hours of work dependent upon current and forecasted fire danger conditions, and meeting the demands of firefighters in times of intense fire activity are expected of the incumbent. Other working conditions include moving heavy equipment and supply orders, exposure to hazardous materials, and the possibility of relocation/deployment for up to 19 days in remote camps or other locations.

Environmental Conditions

The incumbent will be required to lift, move, and load heavy objects weighing up to 75lbs while performing regular warehouse duties. During the fire season, long and continuous days of high



exertion are required, often during hot weather. On occasion, travel to other locations/regions to assist in their warehousing needs due to short staffing or high levels of fire activity.

Average 6-8 hours per day, moderate to high intensity.

Sensory Demands

Time spent in front of a computer monitor can cause eyestrain and other physical discomfort. Reviewing various paperwork and documentation requires focus and attention to detail. Working around aircraft and other noisy equipment can cause stress or anxiety.

Average 4-6 hours per day, moderate to high intensity.

Mental Demands

Being subjected to tight deadlines with shifting and competing priorities can be especially stressful during fire season. The incumbent will be expected to work irregular and long hours, including weekends, and as required during fire season and deployments which can cause a high level of stress on an individual's family life. Time spent on the telephone with contractors and/or other departmental staff regarding operational activities can be frustrating, stressful, and sometimes emotional.

Average 6-8 hours per day, high to extreme intensity.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of fire suppression techniques, equipment, and logistics.
- Knowledge of terminology used regarding wildfire suppression and support equipment.
- Strong written and oral communication skills- English.
- Valid Canadian Passport.
- Certification in Transportation of Dangerous Goods (TDG) and Workplace Hazardous Materials Information System (WHMIS).
- Basic computer skills related to email, word documents, spreadsheets, and ability to use electronic inventory programs (Toolhound).
- National standard training to the I-300 level in the Incident Command System (ICS- 300).
- Wildland Fire Crew Member Course (S-100 or S-131).
- Airside Vehicle Operator Permit (AVOP).
- Ability to work in a cross-cultural environment.
- Knowledge of fire suppression techniques, equipment, and logistics.
- 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 grade 12 education (or equivalent) and six (6) months directly related experience in warehouse supply chain operations, and recent relevant experience in wildfire pre-suppression and suppression logistics. A valid Class 5 Drivers License is a bona fide requirement of this position.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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



CERTIFICATION

Title: Seasonal Warehouse Person

Position Number: 23-9105

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.