



IDENTIFICATION

Department	Position Title	
Environment and Natural Resources	Wildfire Training Specialist	
Position Number	Community	Division/Region
23-17040	Fort Smith	Forest Management Division

PURPOSE OF THE POSITION

The Wildfire Training Specialist (Specialist) provides support in planning, preparing, and implementing regional and territorial fire management training programs to improve overall effectiveness and safety of fire operations. The Specialist also undertakes audits of training and performance by staff to ensure compliance with training and certification requirements.

SCOPE

Based out of Fort Smith and reporting to the Training and Standards Coordinator (Coordinator), the Wildfire Training Specialist position assists in the design, development, and delivery of a variety of wildfire training programs to regional and territorial staff, contractors, and members of the public. The position regularly evaluates the effectiveness of training to ensure updates to course curriculum and delivery mechanisms are being completed and kept up to date.

The Wildfire Training Specialist is expected to mentor and coach staff in several different positions while supporting field operations, projects, or during incident response; and may participate as part of an Incident Management Team. The position is expected to draw upon a wide body of knowledge and research to develop and update training material.

The Wildfire Training Specialist functions in accordance with territorial and national training standards and safety legislation such as the Safety Act. The incumbent has a direct impact on the level of competency of fire management staff and the effective delivery of the fire management program in the Northwest Territories. Training delivered by this position is required to maintain adequate numbers of certified and qualified staff, to advance careers and create succession planning opportunities.

The Specialist makes recommendations and decisions on the design, content and methodology of departmental training including evaluation and testing methods. Appropriate training and development procedures, techniques, material, and evaluation methods ensure that training participants can fulfill their duties efficiently and effectively, enhancing the ability of the Department to fulfill its mandate.

The position also makes decisions on adherence to prescribed methods and procedures on departmental wildfire operations; safety practices and procedures in deployment, use and safety of wildfire management resources. Work is assigned on a project basis, by verbal direction and written request and through work plans developed with the supervisor for departmental training and development.

RESPONSIBILITIES

1. Implements fire management training plans and strategies.

- Delivers assigned regional and territorial fire related courses.
- Assists in delivery of other territorial fire management related courses.
- Mentors staff in effective and safe fire response strategies and tactics.
- Completes training reports and enter information into training databases.
- Updates training materials and visual aids as required.
- Develops training materials for new courses.
- Participates and provides advice to the fire operations training committee.

2. Audits training sessions and employee competencies.

- Ensures standards and qualifications for trainer delivery are met.
- Evaluates course delivery for effectiveness in achieving program objectives and recommend changes.
- Completes audits of employee work performance to measure against expected training outcomes.
- Plans for and participate in field exercises, pre-response planning scenario sessions and virtual training.
- Completes audits of training and experience reports.
- Recommends new training courses, guidelines or equipment based on results of audits.

3. Assists in the delivery of the fire operations fitness testing program:

- Collects and reports on results of territorial fitness testing sessions.
- Assists with fitness testing as required.

4. Supports and participates in wildfire management operations.

- Participates on Incident Management Teams.
- Assists with field testing and evaluation of equipment.
- Other fire management duties as assigned.

WORKING CONDITIONS

Physical Demands

The incumbent is subject to basic physical requirements. During training the incumbent may be required to demonstrate the use of equipment that weighs more than 50 pounds.

Environmental Conditions

The incumbent will be required to work in areas of fire danger, smoke, or poor living conditions. They may be exposed to inclement weather during field exercises and operations.

Sensory Demands

The incumbent may be exposed to eye strain and other physical discomforts associated with repetitive motions in an office setting.

Mental Demands

Mental demands include regularly dealing with diverse points of view, public presentation and debate, frequent attention to detail, the uncontrolled overflow of work and overlapping priorities, and high concentration during organized training programs to be able to modify techniques and schedules to match student capability. Incumbent may also deal with individuals under mental duress that express frustration and anger.

The incumbent will be required to travel for long periods and may experience stress from being away from family and home.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven skill and ability to effectively conduct training incorporating both written and verbal presentation techniques to a wide range of audiences.
- Demonstrated skill and ability to communicate in a cross-cultural environment.
- Experience in computer-based graphics/publishing and multimedia presentation software and with standard Microsoft Office programs.
- Knowledge of fire management practices including fireline strategies and tactics and the use of fire equipment.
- Demonstrated skill and ability to explain and demonstrate fire management practices, fire equipment application-based orientation and training programs.
- Knowledge of NWT fire management policies and operational procedures and guidelines.
- Knowledge of health and safety acts and regulations; and
- 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 two-year technical diploma in natural resources, advanced fire management training and five seasons of related work experience in fire management, including experience in setting up and delivering a variety of fire management courses or training sessions in adult

education.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

NWT Class 5 Drivers 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