



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Seasonal Materials Management Officer	
Position Number	Community	Division/Region
23-17468	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Seasonal Materials Management Officer (MMO) is responsible for carrying out the materials management activities of the Forest Management Division's warehouse, including security, procurement, shipping and receiving, inventory, disposal of assets, and support for six (6) regional warehouses (Inuvik, Norman Wells, Fort Simpson, Hay River, Fort Smith, and Yellowknife) in five (5) regions (Beaufort Delta, Sahtu, Dehcho, South Slave and North Slave).

## SCOPE

The Materials Management Officer is a headquarters function located in Fort Smith and reports to the Territorial Materials Management Supervisor (TMM Supervisor). During the fire season, the MMO also receives day-to-day direction from the Territorial Duty Officer. The position is responsible for the effective and efficient management of an inventory of over 1,200 stocked and non-stocked items valued at approximately \$15 million, and an additional \$2 million in aviation parts inventory. The MMO has a fair amount of latitude in carrying out their day-to-day functions and provides direct supervision to casual staff that may be assigned to the warehouse.

The Forest Management Division (FMD) provides the stewardship, protection, and sustainable management of forest resources on 80 million hectares of forested land in the Northwest Territories (NWT). FMD has offices and bases in all five regions of the NWT. The wildfire management program is a key area of responsibility for the Department of Environment and Climate Change (ECC) and the MMO contributes to the delivery of this and other FMD's programs across the NWT by ensuring an adequate supply of equipment and materials are in place for the Department to meet its mandate.

The Seasonal Materials Management Officer is responsible for operating and providing



leadership on the Department's Tool and Equipment Management System (i.e., ToolHound) ensuring tools and equipment are tracked and protected, assets are managed, and productivity is improved through reporting. The position also trains regional Materials Management Officers and Forest Management staff on the use of software systems used, such as ToolHound.

## **RESPONSIBILITIES**

### **1. Operates the Division's warehouses and supports regional warehouses and stores by recording requisitions, receiving, storing, issuing, accounting, and disposal of all non-stocked and stocked items held.**

- Establishes and maintains good warehousing procedures and methods such as security areas, housekeeping, safety standards, and location system.
- Coordinates inventory control, audits, material handling, warehousing, and material distribution systems within the warehouse using automated warehousing software.
- Ensures that all measures required for the safeguarding of the warehouse premises, equipment, supplies, records, and cold storage sheds are taken to safeguard from fire, theft, and damage as well as improper and unauthorized access.
- Recommends and prepares the proper documentation for write-offs and/or disposal of a variety of inventory items and ensuring each warehouse across the NWT meets Territorial stocking levels and standards.
- Maintains and accounts for inventory at FMD warehouses and overseeing stocking levels at six regional warehouses ensuring balanced inventory across the NWT.
- Operates a replenishment system to ensure stock items are available when required and in line with established minimum and maximum quantities for the NWT.
- Collects and analyzes weekly reports submitted by the regional MMOs.
- Ensures all equipment removed from or received at the warehouse is documented following proper procedures, policies, and ensures that the receipt/issue is posted to the account records.
- Ensures regional MMOs follow established procedures.

### **2. Maintains distribution account records of all equipment, including expendable major and controllable assets to ensure stock items are kept at proper levels.**

- Maintains records for major controllable and expendable items which are for distribution, by including information such as year bought, identification number, quantity, and location as well as serial numbers and model numbers.
- Conducts annual physical counts for expendable and major controllable equipment to verify and to update stock record cards both at FMD and in the regions.
- Prepares annual inventory lists of equipment so that territorial summaries of equipment can be made and analyzed, inventories are presented as per policies and procedures.
- Ensures that all equipment leaving (or received) at each of the Division's and regional warehouses is documented following proper procedures and policies and the records



for such receipts/issues are maintained and posted to stock record cards where applicable.

**3. Assists in providing an effective and efficient procurement service for the Department to ensure that all purchases are fulfilled in accordance with approved procurement guidelines and policies.**

- Works with Procurement Shared Services to issue and interpret instructions concerning procurement services to ensure that policies and procedures are followed and full advantage of available competition is realized.
- Reviews and prepares regional orders to FMD for replenishing forest management equipment levels.
- Prepares tenders for the purchase of goods and services.
- Ensures the timely issuance of purchase orders for goods and services.
- Ensures supplier appropriately fulfils responsibility to replace or issue credit for defective new stock or incorrect goods shipped.
- Evaluates and recommends contracts to supervisor for acquisition of goods and services which are in excess of delegated authority.

**4. Maintains Tool and Equipment Management System.**

- Trains regional MMOs and other staff on the proper utilization of Tool and Equipment Management Systems (i.e. ToolHound).
- Tracks assets at six regional warehouses and two headquarters warehouses.
- Manages the check out and return process for tools, equipment, and consumables.
- Monitors and schedules maintenance as required.
- Improves operating efficiencies.
- Maximizes the use of current assets and avoids overstock or duplication of tools, equipment, and consumables.
- Shares inventory data and provides accurate reporting.
- Maintains optimal inventory levels for consumables.

**WORKING CONDITIONS**

**Physical Demands**

The incumbent is required to lift, move, and load heavy objects, weighing an average of 60-75 pounds in course of performing his/her duties within the warehouse daily for a period of six hours. During the fire season (May - September), long and continuous days of high exertion is required, often during hot weather.

**Environmental Conditions**

Exposure to hazardous materials such as petroleum, oil and lubricant products, batteries and



liquid gases are commonplace occurring up to six hours daily. When the incumbent is required to mix gas, the event can last up to three hours.

During fire operations duties, exposure to high levels of smoke may be experienced which can be hazardous to your health. Smoke levels can occur when the individual assists or is assigned to an Incident Management Team at fire camps. Smokey conditions can be continuous during these times for up to 14 days.

The incumbent is required to operate a forklift, work around helicopters and fixed winged aircraft and must exercise proper safety precautions.

### **Sensory Demands**

The incumbent is required to wear hearing and eye protection, protective clothing and other safety gear when assigned to an Incident Management Team that may affect normal sensory input. Exposure to the risks associated with working around helicopters and heavy equipment, noxious fumes from petroleum products and power tools is common.

### **Mental Demands**

The incumbent is exposed to tight deadlines and a large workload with competing priorities and demands. This is more pronounced especially during the fire season which can run from May to September. The incumbent is expected to work irregular or long hours, and work on weekends, which can often place a high degree of stress to the incumbent's family situation.

In the case of vacancy or extreme forest fire activity, irregular hours and travel to other regions or agencies to assist in their warehousing needs may be required.

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 24 days.

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

- Knowledge of warehousing, procurement, and inventory management.
- Knowledge of operation, maintenance, and repair of wildland fire equipment.
- Knowledge of national standards and specifications, development, and implementation for wildland fire equipment.
- Knowledge of wildland fire management and the use of wildland fire equipment.
- Knowledge of financial management practices and contract procedures.
- Analytical and communication skills are essential in order to carry on a good working relationship with departments and outside agencies.



- Interpersonal skills and the ability to work well in a team environment and with consultants and contractors.
- Leadership and supervisory skills and be able to organize their staff in an efficient, safe, and workable manner that will provide the logistical support required for the Department.
- Computer skills in word processing, spreadsheet and database software, as well as the internet and communication devices.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Planning, time management, and scheduling skills.
- Problem-solving skills and ability to deal with changing deadlines and priorities.
- Ability to work in a cross-cultural environment to deal with a diverse group of clients and staff.
- 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 minimum of grade 12 education, and completion of a Warehouse Management Certificate or equivalent, supplemented by minimum three (3) years' experience in purchasing and materials handling.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Certification in Dangerous Goods and WHMIS
- Valid 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