



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Forest Officer Intern	
Position Number	Community	Division/Region
23-17510	Fort Smith	Forest Management Division

## PURPOSE OF THE POSITION

The Forest Officer Intern (Intern) supports the delivery of key aspects of the Forest Management Program including forest resources, wildfire preparedness, prevention, mitigation and response, the safety and training delivery for wildfire management and forest resource management activities.

## SCOPE

Located in Fort Smith and reporting to the Manager, Forestry Operations (Manager), the Forest Officer Intern works within a team environment providing technical and operational support for forest resources and wildfire management functions across the territory. The position works with and supports other staff at the regional level and with staff of the Forest Management Division (FMD; Division) located in Fort Smith and Hay River in delivery of the programs.

The Forest Management Program of the Department of Environment and Climate Change (ECC) provides support for the management of forest resources and the protection of forests and communities from wildfire on 80 million hectares of land in the Northwest Territories (NWT). Operational delivery of the program is through the five (5) administrative Regions of the Department.

Work of this position directly affects the safety and wellbeing of the communities, infrastructure, resource values and other values at risk across the territory, because of the role that position has in the delivery of the wildfire management program.

Under the mentorship of an experienced Duty Officer, the Intern may act as Duty Officer on an assignment basis, and the mentorship may allow a certain amount of decision making by the intern. The Regional Duty Officer in each region determines resource requirements; deals with



issues arising from fire activities and makes decisions regarding assignment of resources/tactics which have a direct impact on the safety of firefighters and affected by wildfire.

The Forest Officer Intern will support the training coordination and tracking of the division to ensure that wildfire crews are trained and conversant with all operating procedures. The effective training of Fireline personnel has a direct impact on the effective response to fires. Coordination of wildfire safety program impacts the safety of all Fireline personnel.

The Intern assists in supervising the seasonal and contract wildfire crews and casual staff during the fire season and in making decisions regarding tactics, resource management, and related to increase/reduce resources. The position contributes to work of the territorial working groups that are accountable for the development of Standard Operating Procedures.

The Forest Officer Intern also supports the Division's efforts in ensuring that forest resource management activities are conducted appropriately and consistent with legislation and policy. The Intern coordinates with FMD staff in proposing terms and conditions for authorizations for use of forest resources and in carrying out field operations. The position assists the Division in making decisions where clear policy, precedent and/or legislation does not exist, and in enforcing the legislation through public education, compliance monitoring and enforcement actions.

The position assists with the delivery of forest stewardship and the communication of wildfire prevention messages to the public, stakeholders, industry, and other government agencies. The position must be able to establish and maintain position relationships and support for the program through consultation with communities, Indigenous organizations and other governments.

The Forest Officer Intern assists in the organization of meetings, make presentations, and/or may have opportunities to chair meetings under the guidance and direction of the Director, or other divisional staff.

## **RESPONSIBILITIES**

### **1. Support the Division in the preparedness, prevention, mitigation and response program components.**

- Participate in the planning, implementation and operation of wildfire detection systems including lookouts, smoke patrols, lightning location system and public reporting.
- Assist in the coordination of annual consultations with communities prior to the beginning of the wildfire season.
- Participate in the development of preparedness plans including the analysis of fire activity statistics and recommend improvements to preparedness plans.
- Assist Regional/Territorial Duty Officer with coordination and briefing of incoming resources and communication with stakeholders and communities.



- Assist in arranging for equipment and personnel for fires within the Division.
- Working with regional staff, assist the Territorial Lead Investigator in coordinating wildfire investigations on person caused fires and responds to fires as the initial investigator for incidents not considered high profile or complex in nature.
- Assist in planning for and participating in communication of the wildfire prevention message to the public, stakeholders, and other government agencies.
- Assist with hazard reduction planning and implementation.
- Assist in the development of and implementing as directed, wildfire prevention strategies and programs including support to communities to develop and implement FireSmart Plans.
- Participate in the development and maintenance of Interface Wildfire Management Plans and Landscape Wildfire Management Plans.
- Ensure that record keeping and reporting requirements are met, including occurrence reports, season wildfire reports (with digital maps created to established standards) and the annual fire management report for the Region.

**2. Assist with wildfire incident command and wildfire response functions and to ensure wildfire preparedness in all five regions across the territory.**

- Assist in monitoring and determining fire readiness levels through the effective use of wildfire management planning tools to pre-position resources, monitor, and adjust local wildfire preparedness conditions as necessary, including the completion of Wildlife Situation Analysis reports and Wildfire Response Plans and the use of the Canadian Forest Fire Danger Ratings System to assess wildfire danger and communicate potential fire behavior.
- Evaluate the effectiveness of equipment and report on efficiencies of contracted services.
- Assist the Wildfire Incident Command team and the Wildfire Response team in making time constrained decisions to ensure that appropriate resources, strategies, and tactics are used to suppress wildfires in the Region as outlined in the Wildfire Management Standard Operating Procedures.
- Assist in prioritizing wildfire response targets based on policy, resources available and values at risk.
- Assist with the wildfire control operations, including developing and ensuring cost benefit thresholds are recognized in continuing fire response action and decision-making.
- Provide technical input to land and resource managers in wildfire prevention issues, fire danger conditions.
- Coordinate and assist with community consultation as needed on wildfire events near communities.
- May perform duties of the Regional Duty Officer on an assignment basis and under the mentorship of a seasoned Duty Officer, and coordinate wildfire response activities according to the Wildfire Management Standard Operating Procedures.



**3. Support forest resource management in areas such as silviculture, timber harvesting, integrated resource management and administration of authorizations.**

- Assist in forest sampling to divisional standards (such as temporary volume sampling, operational timber cruising, and specialized data collection).
- Assist with pre-harvest ecological assessments and post-harvest silviculture prescription activities.
- Assist in using fire as a tool for management of the forest resource including the development and implementation of burn plans for resource management open burning to modify forest fuel loads, improve planting sites or improve wildlife habitat.
- Participate in the reforestation monitoring.
- Assist in the review process of applications for forest management authorizations (including Timber Cutting Licenses and Permits) and issue Free Timber Cutting Permits.
- Assist inspection of proposed harvest area, verify license/permit plans for compliance with relevant operating procedures, acts and regulations and monitor harvesting operations to confirm compliance with authorization terms and conditions, initiating corrective action when required.
- Monitor timber scaling and perform check scaling on timber harvest operators.
- Monitor and enforce compliance with the *Forest Protection Act* and take appropriate corrective measures including enforcement action in cases of non-compliance with the *Forest Management Act* and Regulations.
- Work with stakeholders, the timber operator and various referral agencies to assist Forest Officers in resolving conflicts and determine the most appropriate conditions of approval.
- Review and provide input on major amendments to harvest plans.
- Maintain records on timber production, issuance of authorizations and entry of data.

**4. Coordinate and assist with wildfire management and forest resources training and safety programs ensuring that all operations are conducted safely and in accordance with all applicable policy and legislation.**

- Coordinate annual wildfire management training program to support wildfire fighting operations in a safe and effective manner.
- Assist in monitoring activities of the crews to ensure training is being applied in carrying out fire management responsibilities.
- Maintains the record of training and qualification of wildfire management and forest resources personnel capacity.
- Assist in implementing a safety program in all regions across the territory and ensure staff are familiar with Standard Operating Procedures for fireline safety.
- Help audit Fireline activity and crew performance in the region to ensure that operations adhere to guidelines and procedures.
- Participate in investigations of Fireline incidents and make recommendations as appropriate.



- Ensure communication of safety plans and alert status to pre-suppression resources, ensure safety briefings are conducted and Wildfire Behaviour Alerts are issued as needed to Fireline personnel.

**5. Participate in territorial task forces, working groups and committees to develop Wildfire Management Standard Operating Procedures and training requirements.**

- Member of Territorial Training Working Group and Wildfire Management Safety Group.
- Provide input, advice, and assistance with the development of Standard Operating Procedures, development revision of training requirements from a front-line regional perspective.
- Participate as an instructor or assistant in wildfire training courses and programs.

## **WORKING CONDITIONS**

### **Physical Demands**

A level of physical fitness is required that will permit the incumbent to exert strenuous physical effort while engaged in wildfire suppression activity or in traveling in the bush related to carrying out forest surveys and forest sampling.

### **Environmental Conditions**

Working under adverse conditions such as smoke, extreme heat, mountainous terrain, in remote and isolated locations, and working and living in a camp-style environment with many others and sleep in shared tent accommodations.

Spending extensive periods of time in aircraft in often adverse flying conditions.

### **Sensory Demands**

Concentrated attention and use of senses may be required in the field.

### **Mental Demands**

The job involves consulting with people in stressful situations. The severity of the wildfire season determines the incumbent's workload and is a factor beyond control of the incumbent, and Responsibility for the safety of others can add stress.

Working extended hours, traveling extensively and being on standby for extended periods of time in accordance with operational plans for the NWT Fire Season (nominally from April 1 to September 30 each year).



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to develop knowledge of wildfire response strategies and tactics.
- Ability to develop knowledge of fire cause and investigation.
- Knowledge of the Canadian Forest Fire Danger Rating System.
- Ability to develop knowledge of Fireline safety and safe work practices.
- Knowledge of wildfire suppression resources and their capabilities (i.e., aircraft, personnel, equipment, and communications).
- Knowledge of wildfire prevention, preparedness, detection, and fuel management.
- Ability to develop knowledge of applicable acts regulations, policies and procedures related to forest management (*Forest Management Act*, and regulations, Timber Harvesting Standard Operating Procedures, *Forest Protection Act*, NWT Fire Management Policy).
- Ability to develop knowledge of collective agreements, government contracting, financial management and procurement procedures.
- Knowledge of the Incident Command System.
- Knowledge of forest biology, succession and how factors act to control forest processes (climate, soils, terrain, moisture, and vegetation).
- Knowledge or ability to develop knowledge of Commercial Timber Harvest Standard Operating Procedures and other procedures and guidelines and practices developed as management tools.
- Ability to learn how to apply acts and regulations, monitoring, and enforcement techniques.
- Ability to apply and enforce legislation, regulations, collective agreements, policies, and procedures related to forest stewardship and wildfire management.
- Ability to prepare, provide and obtain clear, concise, and complete oral and written information of a complex or technical nature at a level appropriate to the audience in a timely manner.
- Ability to establish and maintain effective relationships with a variety of groups or individuals (such as other agencies, communities, resource industries,) to meet program objectives, complete projects, or influence outcomes.
- Ability to use computer applications (such as databases, electronic mail, spreadsheets, and word processing) to enter and retrieve data and create and edit a variety of effective correspondence and reports.
- Ability to anticipate, identify, clarify, and assess critical issues and urgent situations quickly and to develop and implement appropriate and timely courses of action.
- Ability to conduct sensitive and fact-finding interviews to gather pertinent facts, determine issues in dispute, draw conclusions and make recommendations.
- Ability to deliver effective impromptu presentation on controversial subject matter to potential unreceptive, critical, hostile audiences (i.e., media, interest groups).
- 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 post-secondary program in natural resources or another relevant field in natural resources.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- This is a law enforcement position with a requirement to wear a uniform.
- A bona fide requirement of the job is passing the annual work simulation fitness standards for ECC field officers. Current certification at the Command Level in the Incident Command System or equivalent is required.
- A valid Firearms Possession and Acquisition License, valid Class 5 Driver's License and valid passport are also required.

**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