



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Supervisor, Aviation Services	
Position Number	Community	Division/Region
23-3417	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Supervisor, Aviation Services develops, issues and administers contracts for the movement of ECC personnel and materials on chartered aircraft and provides administrative support for the acquisition, utilization and control of aviation resources for the Department. The position is responsible for the integrity of all aircraft financial transaction records and for ensuring the existence of an adequate system of internal controls. The position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and departmental procedures.

## SCOPE

The Forest Management Division provides the policy, planning and regulatory framework for the stewardship, protection and sustainable management of forest resources on 78 million hectares of land in the Northwest Territories, 8% of Canada's entire forested area. This role is pursued through interrelated programs, developed and coordinated by the Division and implemented throughout the Department's five regions. The Aviation Services Section is responsible for providing aircraft services in support of departmental programs including fire management, forest resources, wildlife and environmental protection at both the headquarters and regional levels. The Section also ensures that the necessary fleet of aircraft is appropriately maintained and provides for the operation of six air tanker bases across the NWT.

This position is located in Fort Smith and reports to the Manager, Aviation Services. The incumbent is responsible for supervising an Aviation Services Administration Clerk and the Aviation Services Contracting Officer. The incumbent monitors the Aviation Services budget and exercises signing authority for initiation and contract performance in the range of \$100,000. He/she coordinates the preparation of regular and ad hoc management and information reports and obtains financial information of a confidential nature. In addition to



coordinating the aircraft related services for Forest Management staff during the fire season, the incumbent is also responsible for obtaining contract aviation services for the entire department, year-round. The incumbent supports air tanker operations ensuring that air tanker base standby facilities are adequately resourced on a timely basis.

The Aviation Services Administration Supervisor ensures that the Aviation Services accounts payable of approximately \$6 to \$7 million in program management – pre-suppression and \$5 million in forest fire suppression and \$1.5 million in other Division's budgets are managed and paid in an accurate and timely manner. The incumbent is responsible for the supervision of the Aviation Services Contracting Officer, and an Aviation Administrative Clerk (seasonal).

Failure to provide adequate services may result in wasted resources and/or a lack of available aircraft which may result in loss to life, property, resources and socio-economic, cultural and/or historical values and may place air and ground crews at serious personal risk.

## **RESPONSIBILITIES**

### **1. Ensures efficient financial management of the Aviation Services program in order to ensure the accuracy of the financial system and that finances are maintained in accordance with the Financial Administration Act and departmental policies and procedures.**

- Ensures that Aviation Services accounts payable (approximately \$6 -7 million in presuppression and \$5 million in suppression and \$1.5 million in other Divisions' and Regional budgets) are managed and paid on time and in accordance with government legislation, policies, directives and contract conditions.
- Participates in the preparation of forecast submissions of the annual O&M budget cycle by compiling data for budget estimates for submission and approval.
- Carries out budget control and is responsible for financial records and expenditures.
- Ensures all computerized files for long-term aircraft contracts are current by updating all expenditures and commitments.
- Ensures proper policies and procedures have been followed.
- Ensures applicable documentation is provided relating to available funds, proper financial coding, etc.
- Reconciles all expenditures and commitment reports to ensure transactions are posted and legitimate within Aviation Services.
- Provides monthly reconciliation of major aircraft contracts and regional air charter budgets.
- Analyzes and substantiates budget variances for Aviation Services.
- Carries out audit reviews of financial records for all department aircraft activities.
- Approves expenditures up to the authorized spending authority limit.



- Interprets financial regulations and policies for all Aviation Services employees and ensures proper procedures are adhered to.
- Ensures Aviation Services revenues are accounted for and collected on time and in accordance with government legislation, policy directives and procedures (charge-back revenue up to \$ 2 million dollars annually).
- Verifies all financial aircraft information data entered into the aviation management information systems.
- Ensures that entries for accounts receivable, purchasing, and accounts payable into the GNWT's financial system are completed accurately and in a timely manner.
- Reconciles aircraft expenditures in the aviation management information systems and the GNWT's financial system.
- Maintains the Department's Aviation Incident and Accident Report tracking and information system,
- Prepares other financial reports as request by the Manager, Aviation Services.

**2. Assists and collaborates in the acquisition, direction, management and coordination of long-term contracts, short term contracts and casual contract chartered aircraft in order to ensure availability of required aircraft and compliance with the Financial Administration Act and departmental policies and procedures**

- Maintains the Department's air charter request and tracking system, receiving and logging all aircraft charter requests.
- Reviews long term and short-term aircraft requirements with Department Managers
- Establishes aircraft types based on fire and forest management or wildlife operational requirements, safety and economical factors.
- Estimates costs based on required routings, equipment types and trip duration.
- Issues contracts through utilization of SOA and Air Chartering Manual procedures.
- Ensures that purchase orders and all pertinent related data are entered onto the aircraft management information system.
- Coordinates flight arrangements in conjunction with air carrier and departmental personnel.
- Ensures data entry of purchase orders and payments through the GNWT financial system.
- Invoices other agencies for services provided or contracted on their behalf.
- Prepares reports on expenditures;
- Administers contracts to ensure that contractual terms and conditions are met (e.g., specialized equipment, insurance requirements, pilot hour minimums, valid operating certificate)
- Ensures the timely audit of supplier invoices supporting documentation, invoices, and flight tickets, negotiation of adjustments and Initiation of payment on approved invoices.
- Coordinates consolidated use of chartered aircraft by various user groups.



- Monitors air carriers' past performance concerning safety, reliability, etc.;
- Prepares, revises and/or updates administrative and operational procedures for aircraft operations.
- Compiles various statistics and written reports on aircraft operations.
- Prepares recommendations on effectiveness, usage and operations standards guidelines.

**3. Maintains the Aviation Standing Offer Agreement (SOA) system and Tendering processes In order to ensure the availability of required contracted services.**

- Prepares and issues SOA documents.
- Opens submissions and verifies compliance (WCB, insurance requirements are met, CTA license, Operating Certificate, pilot qualifications etc.).
- Sets up and maintains the SOA system.
- Updates and revises the SOA system on an ongoing basis including inputting computerized information and maintaining backup documentation.
- Updates the aviation management information system (costing computer program) on all air carrier data.
- Updates Air Charter Manuals.
- Establishes the method of acquisition (competitive tender or SOA's)
- Issues and writes formal and informal tenders in accordance with established procedures.
- Receives, opens and evaluates tenders and awards contract on basis of bids.
- Advises bidders of tender results.

**4. Assures that aviation service issues supporting Departmental activities and Carrier and Client interests are addressed.**

- Explains government policy on aircraft chartering to department personnel; and clients.
- Receives complaints or concerns from ECC staff about suppliers or from carriers about ECC use of their aircraft.
- Attempts to resolve concerns or identify alternate approaches to be used in future.
- Works with clients and carriers to allow for a positive and effective service experience.
- acts as Aircraft Accident Response Victim Support Supervisor under the Department's Aircraft Accident Response System.
- Maintains the Reports and Records function required in the Department Aviation Accident Response Manual.

**5. Establishes and assures efficient and consistent administrative procedures are maintained.**

- Advises all aviation services staff on proper administrative procedures and policies.
- Advises aircraft companies on governmental requirements for invoicing and administrative procedures.



- Provides advice to departmental staff on air chartering procedures.

**6. Performs as the Aviation Services Section Account Manager for the computer- based operational Information tracking systems in order to ensure the accuracy and integrity of the critical computer system.**

- Ensures proper security of accounts.
- Trains Regional Forest Fire Clerks, Managers, Forest and Forest Management Division staff on the aviation management information system.
- Recommends new system tools and modules to management.
- Trouble shoots the information system and advises computer programmers of corrections required.
- Provides user-needs documentation and explanation to system developers for the enhancement of systems.

**7. Manages unit staff In order to ensure the availability of effective human resources.**

- Allocates and schedules work including setting priorities and adjusting schedules to meet workloads.
- Instructs and guides staff in work methods and procedures and in the interpretation of relevant acts, regulations and policies.
- Supervise section's staff and approve leave.
- Evaluates employee work performance, including completing formal performance appraisals, discussing performance with employees and recommending disciplinary action if required.
- Conducts staff training including assessing training needs.
- Participates on staffing board.
- Providing guidance/advice and training to regional forest fire clerks.

**8. Performs other related duties as required.**

**WORKING CONDITIONS**

**Physical Demands**

No unusual physical demands.

**Environmental Conditions**

No unusual environmental demands.

**Sensory Demands**

The incumbent spends periods where concentration and attention to detail is required.



## **Mental Demands**

The incumbent is exposed to shifting priorities and tight deadlines with urgent situations, particularly during forest fire season (May to September)

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of air charter operations, tariff structures and application of tariffs
- Knowledge of aircraft types including fixed and rotary wing aircraft
- Knowledge of budgeting processes and financial accounting procedures
- Knowledge of relevant government, department, legislation, policies and procedures dealing with aircraft charters.
- Knowledge of accounting principles
- Knowledge of contract management procedures
- Demonstrated knowledge of procurement policies and procedures, types of contracts, negotiating and interviewing techniques and sources of supply.
- Planning and management skills to ensure availability of all required aircraft.
- Communications skills in order to communicate effectively with staff, air carriers and others.
- Human resource management skills to direct and supervise staff.
- Financial management skills to maintain aviation services.
- Computer skills, including computerized accounting systems, information systems, word processing, spreadsheets and database programs.
- Leadership and management abilities
- Well-developed judgement based on experience, sound data gathering techniques and reflection on the potential ramifications and present setting of decisions.
- Ability to remain composed when under pressure from staff, clients and management to meet their demands and expectations.
- A strong people orientation combined with an ability to form strong collaborative networks.
- A desire to learn and adapt as well as the ability to instill a learning work environment.
- Ability to work independently.
- 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 business administration diploma and three (3) years of progressively responsible senior administrative/ financial experience and two (2) years responsible administrative experience in the aviation industry.

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 record 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