



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Territorial Facilities Manager	
Position Number	Community	Division/Region
23-3418	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Territorial Facilities Manager (TFM) is the departmental primary authority and expert on fuel management systems and asset management of the Department of Environment and Climate Change (ECC). The position also serves as a maintenance management specialist for the Forest Management Division (FMD). The position ensures that ECC's requirements for infrastructure project management, aviation fuel management, equipment caches, and fleets are fulfilled in safe, environmentally responsible, economic, and effective manner.

## SCOPE

Reporting to the Manager, Logistics (Manager), the Territorial Facilities Manager is a key position supporting the forest management program and the Department's mandate. The position is located in Fort Smith, but activities are territorial in extent and support all five regions (Inuvik, Sahtu, Deh Cho, South Slave and North Slave).

The Territorial Facilities Manager provides specialized technical expertise to the Forest Management Division (FMD), regional staff, and external stakeholders and is responsible for the organization, leadership, guidance, and implementation of project management, asset management, fuel management systems including regulatory compliance, environmental liability, vehicle fleet management, and the development and implementation of equipment maintenance and equipment maintenance standards.

The Forest Management Division provides the policy, planning and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 75 million hectares of forested 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 through the Department's five regions.

Given the nature of the Department's workforce and the broad spectrum of staff responsible for asset administration and management, it is critical that the position integrate these practices

into the Forest Management program's activities, developing training and updating documentation on a frequent basis. The position reports to a Manager who has a broad portfolio of responsibilities; as such, the position must work independently and proactively, as a subject matter expert. The TFM ensures that procedures and guidelines are developed, monitored, and reviewed by working closely with management representatives throughout the Department and staff at multiple levels and in all locations.

The position works within federal and territorial legislation and policy framework. The position carries out its responsibilities while ensuring compliance in accordance with Government of Northwest Territories (GNWT) and Federal Government regulatory statutes including the *Canadian Environmental Protection Act (CEPA)*, *Canada Shipping Act*; Canada Labour Code; National Fire Code; Occupational Health and Safety (OH&S) Regulations, Environment Canada's, Storage Tank System's for Petroleum Products and Allied Petroleum Products Regulations, and ECC and forest management operating standards, guidelines and procedures to effectively meet the needs of the programs served by the Forest Management Division.

The position is responsible for project management including planning, design and construction of fuel storage facilities, air crew facilities, buildings and other Capital and O&M infrastructure projects for the Department (generally with an annual value of \$2,000,000 and up to \$10,000,000), comprising (15-20 projects annually).

The TFM is the subject matter expert and provides direct supervision and functional direction of the mission-critical aviation fuel management system across five (5) regions, at (17) operating bases, and temporary operational locations during the critical wildland fire season, and in support of wildlife and environmental monitoring, and Departmental compliance activities year-round. The TFM, in collaboration with other subject matter experts, develops standard operating procedures and Guidelines in conformity to National Standards for implementation across the Department's mandate. Aviation fuel management is critical to the safety of Departmental personnel utilizing aviation services operating from Departmental locations. As the Department specialist, the TFM Holds legal responsibility and liability, and provides advice to the Accountable Executive responsible for personnel safety.

A mission-critical function of the position is maintaining a supply of serviceable equipment items for wildland fire management activities and other Divisional programs. The TFM directly supervises the Equipment Service Technician and provides direction to six (6) Regional Material Management Officers for the maintenance and repair of a variety of small engine and related equipment including fire equipment, ATV's, snowmobiles, vehicles, and other mechanical equipment used by Department staff to conduct operational programs.

The position functions in a team environment and requires collaborative work with peers and subordinates. A mentoring role is provided to peers and direct and functional subordinates on the appropriate use of mobile and small-engine powered equipment, wildland fire management

equipment, aviation fuel dispensing systems, and environmental remediation equipment to meet department requirements.

## **RESPONSIBILITIES**

### **1. Supervises and manages the aviation fuel systems for the Department across 5 regions in the NWT.**

- Manages the process of purchasing, transporting, and storage of bulk and drummed petroleum products for aviation use across the NWT that is consistent with standards and best practices.
- Develops and reviews design specifications for bulk aviation fuel systems for appropriateness, accuracy and adherence to technical standards, conformity to codes and regulations, departmental standards objectives, and good practice.
- Develops standard operating procedures for use of bulk aviation fuel systems, and drummed aviation fuel supply, consumption, and retrieval, for implementation by regional and operational staff.
- Develops and implements a verifiable audit process for aviation fuel management across the Department's activities.
- Carries out procedures for commissioning of systems at season start-up, including completion of maintenance requirements and complete procedures for decommissioning at fall shutdown.
- Conducts annual testing and verification of bulk fuel prior to start-up.
- Facilitates and monitors the installation of new bulk aviation fuel systems.
- Prepares technical reports on the status or condition of aviation fuel distribution systems.
- In collaboration with regional staff, manages the regional fuel caches, drum and bulk fuel storage facilities and ensures that receiving, storage and disposal of petroleum products are in accordance with the departments established guidelines and protocols.
- Liaises with ECC regional staff to solicit their input regarding fuel resupply and logistical requirements to receive fuel orders.
- Coordinates fuel resupply schedules and activities with ECC fuel suppliers, carriers, regional staff, and contractors.
- Analyzes the risk of non-delivery of planned fuel resupply orders, investigates and establishes contingency fuel supply and delivery methods, prepare scenarios to mitigate this risk and make recommendations.
- Analyses and verifies territorial aviation fuel use and potential demand for the procurement of aviation fuel supply in consideration of remote geographic operating areas and rapidly changing fire incidents and status.

### **2. Plans and supervises environmental management of Departmental aviation fuel management systems.**

- Develops emergency response plans for aviation fuel management systems for the forest management program across the NWT.
- Develops and manages training for Department staff in environmental response, preventative measures, operational procedures, and operational safety.

- Supervises and manages environmental assessment testing of contaminated sites.
  - Supervises clean-up of environmental contamination at forest management facilities.
  - Works with government agencies and industry to ensure that remediation projects conform to standards, specifications, and regulatory requirements.
  - Develops and coordinates plans for site inspections and, if necessary, investigations.
  - Analyzes and interprets legislation, case law and evidence to ensure the Department is meeting the latest environmental and civil standards.
  - Conducts risk evaluations and inspections across the NWT ensuring compliance with codes and standards are being met.
  - Provides education, advice and direction to staff and external stakeholders to promote safe, effective, and environmentally responsible fuel management systems.
  - Affirms that the condition and operations of existing bulk fuel storage facilities and fuel delivery vehicles are adequate to ensure protection of the environment, as well as the safety of personnel and the public.
- 3. Liaises with ECC staff, contractors and clients providing guidance and assistance, addressing operational issues and specific programs as they relate to fuel supply, transportation, storage, distribution, and fuel quality.**
- Communicates regularly with staff (written and oral) to analyze and resolve issues and problems after considering fuel Inventory, safety, environmental and financial impact.
  - Provides advice, technical training, and interpretation of specifications in the operation and maintenance of fuel facilities and equipment.
  - Liaises and works cooperatively with regulatory agencies, industry, and GNWT Departments regarding codes, standards, and regulations for operation of bulk aviation fuel distribution systems.
  - Travels as required to regions and communities to review existing bulk fuel storage facility and dispensing capabilities and establish familiarity with each facility.
  - Makes observations to identify deficiencies, unsafe conditions, and practices.
  - Reviews operational standards, equipment resources, practices and procedures and makes relevant determinations.
  - Recommends changes, develops policies, and implements Standing Operating Procedures (SOPs) as required to ensure the safety of people and protection of facilities, equipment, and the environment.
- 4. Plans, organizes and implements project management services on behalf of the Department for construction and maintenance projects including geotechnical and environmental projects across the NWT.**
- Assists and advises the Regional Superintendent or Manager, Logistics in preparing tenders and contracts with Department of Infrastructure (INF) in accordance with GNWT approved procedures and limits including tendered, sole sourced and negotiated contracts with various private contractors, First Nations, and community groups.
  - Collaborates with Regional and Territorial Infrastructure Project Management, on the design, planning and implementation of ECC's approved infrastructure projects to ensure scheduling, budget management, and project implementation is achieved in

accordance with project objectives approved contract documents and applicable governing codes.

- Develops plans, specifications, terms of reference, and associated contract documentation of infrastructure projects in close cooperation with technical specialists in the Department and with INF to coordinate the detailed planning and design of departmental infrastructure.
- Monitors status of projects by periodically accompanying project officers to meetings with contractors, architects/ engineers, design review meetings and on construction inspections to verify work is processing satisfactorily.
- Confirms that any deficiencies are identified and resolved within the warranty period.
- Assists In the development of the Division's 5-year Capital Infrastructure Plan and 20-year Capital Needs Assessment.

**5. Manages the small-engine powered equipment program in support of forest management programs.**

- Maintain and operate a small-engine powered equipment repair and maintenance facility.
- Develops and implements standards and specifications for maintenance and repair of equipment.
- Manages contracts that provides for the repair of small engine powered equipment and provide for quality control on equipment repairs by contractors.
- Administers maintenance tracking through material management software (i.e., ToolHound).
- Manages an inventory of small-engine powered equipment parts.
- Maintains records and provides reports on inventories, parts, materials, and services.
- Develops and implements testing and certification standards for equipment.
- Conducts assessment and verification of new equipment conformity with needs.
- Maintains a system to determine O&M costs versus asset value.
- Provides technical expertise on small-engine operations for forest fire response and readiness operations.
- Supervises the Equipment Service Technician on small-engine powered equipment repair and maintenance.

**6. Manages the Forest Management program mobile equipment fleet.**

- Plans, and coordinates the acquisition and maintenance of mobile equipment use in the forest management program.
- Establishes maintenance standards and schedules for equipment assigned to the forest management program.
- Initiates and manages contracts for maintenance of the Divisions' mobile equipment fleet in locations across the NWT.
- Develops and implements standards and specifications for fleet requirements.
- Develops manuals and automated routines for data collection, analysis, and control for optimization of fleet management.
- Manages vehicle maintenance budget.

## **7. Supports delivery of the wildland fire management program at the regional level.**

- Provides technical advice, training, and support on equipment and fuel systems for the wildland fire program on issues and technical challenges related to hardware, operations, standards, specifications, and safety processes and products.
- Conducts research and equipment testing identifying gaps and deficiencies in use and defining optimal equipment for territorial field applications, long term maintenance and ensures knowledge transfer to field staff for its effective use.
- Researches information on products and systems in the application of small- engine powered equipment and aviation fuel distribution in northern conditions.
- Consults with regional staff to identify emerging issues related to equipment, safety, training, applications, and hardware.
- Working cooperatively with other agencies, divisions, departments and technical standard organizations, reviews and evaluates current codes, standards, and practices with respect to equipment applications and use in northern conditions.
- Consults with cooperating agencies on issues related to reliability and compatibility of technologies and consistency of standards and practices.
- Completes mandatory training and remains current on emerging issues affecting subject matter responsibilities in a wildfire and emergency environment.

## **WORKING CONDITIONS**

### **Physical Demands**

The job involves lifting, carrying, moving heavy tools, and equipment in the shop environment or on field dispatch, and climbing mechanical structures to conduct field testing of equipment and systems. The position conducts worksite visits which may include climbing ladders, scaffolding, roofs, kneeling, crouching and/or crawling, etc.

Significant physical effort is also required for embarking and disembarking vehicles and climbing fuel storage tank stairwells while carrying equipment.

Position involves prolonged effort to travel to remote community work sites. Community work can involve long working days at high physical effort in wet, dark, and cold situations and effort to climb in and around sites which may be slippery, steep or in deep snow.

### **Environmental Conditions**

Position conducts field testing of equipment and technology in the field environment under variable conditions, and may potentially be exposed to petroleum products, chemicals, and other materials common to the aviation fuel and equipment management fields. Position travels in light aircraft (helicopters and fixed wing) to access remote sites for installation, verification, and maintenance services requiring exposure to noise, and heat.

Responsibilities outside of the office environment require wearing steel-toed boots, hard hats, safety gloves, safety vests, hearing protection and fire-retardant and cold weather protective

equipment and involves numerous hazards including working in areas inhabited by bears and other dangerous wildlife.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent is expected to complete careful analysis and timely results-oriented decisions in remote locations where errors in judgment, neglect of attention to detail in planning and executing activities may result in risk to the employee, losses of critical services to the Department, or significant health and safety risk to department personnel utilizing the services.

The incumbent will be exposed to shifting priorities and tight deadlines with urgent situations, which significantly increases the level of stress in this position, especially during the forest fire season. The severity of the fire season determines the incumbent's workload, and this is a factor beyond the control of the incumbent.

Given the nature of the organization and responsibilities for emergency response, flexibility is required for sudden changes in responsibilities and assignments such as call-outs for emergencies or supporting regional staff during times of increased wildland fire activity.

The incumbent requires tact while dealing with issues with consultants, contractors, other Government Departments, Division and Regional staff.

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

- Knowledge of the Canadian Safety Standards and Regulations, and CEPA and ability to acquire knowledge of GNWT Legislation.
- Knowledge of procurement processes and contract management, service contracts, tenders and Standing Offer Agreements.
- Knowledge of operation, maintenance and repair of small-engine powered forest fire equipment, fleet operations and maintenance of mobile equipment, operation of a small-engines supply, control, maintenance and repair facility in a remote environment.
- Knowledge of national standards and specifications, development and implementation for wildland fire equipment.
- Knowledge of best practices in aviation fuel management systems, standards, specifications and safe practices.
- Knowledge of relevant legislation, regulations and/or policies governing aviation fuels, building codes.
- Knowledge of logistics relating to fuel procurement, transportation, storage and distribution as it applies to northern and/or remote environments.
- Knowledge of inventory control and management procedures and practices.
- Knowledge of the principles of environmental site assessment and remediation.

- Knowledge of financial management practices, and contract procedures in a business and government environment.
- Knowledge of forest fire management and the use of small-engine powered equipment related to fire management.
- Ability to interpret and apply codes, standards and regulations.
- Ability to work in a team environment with clients and specialists to identify needs and specifications, as well as to work independently without close supervision in a cooperative environment both within and outside the department.
- Ability to communicate effectively and understand the objectives and issues.
- Ability to analyze technical mechanical designs and judge the appropriateness of designs for northern conditions.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Project management skills.
- Conflict management skills.
- Leadership, initiative and professional judgment.
- Proficiency in word processing, spreadsheets and database software.
- 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 Project Management training with two (2) years of relevant experience and a journeyman's certification in small engines repair with a minimum five (5) years' experience in the operation of a small engine repair/maintenance facility and current training and experience in the best practices in the operations and maintenance of bulk aviation fuel systems.

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