



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Wildfire Operations	
Position Number	Community	Division/Region
23-4841	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Manager, Wildfire Operations (Manager) provides strategic leadership and operational oversight of the Northwest Territories' (NWT) wildfire program, including the Territorial Wildfire Coordination Centre. The Manager ensures the effective planning, implementation, and administration of territorial wildfire preparedness and response activities, while fostering a culture of innovation, collaboration, and inclusivity.

## SCOPE

The Forest Management Division (FMD; Division) provides the policy, planning, and regulatory framework for the stewardship, protection, and sustainable management of 80 million hectares of forest resources in NWT. Wildfire management is a core responsibility, where applying risk management principles is mission critical.

Reporting to the Director of Forest Management (Director) and based in Fort Smith, the Manager, Wildfire Operations leads the territorial wildfire program. The role promotes a culture of innovation, collaboration, and inclusivity, while directly supervising five specialists, overseeing regional Duty Officers, and managing a multi-million-dollar budget with delegated authority up to \$250,000.

The Wildfire Operations Section (Section) provides scientific expertise and leads the delivery of wildfire management in NWT. It advances wildfire science through applied research, maintains a highly trained workforce and modern equipment to meet preparedness and response needs, and delivers predictive services and wildfire intelligence to support decision-making. The Manager also oversees the Wildfire Coordination Centre and wildfire operations in five regions, ensuring Duty Officers are fully equipped to manage wildfire activity across the territory.



The Manager develops and implements strategies, standards, and plans for wildfire preparedness and response. Responsibilities include workforce training, certification, equipment standards, predictive services, wildfire intelligence, financial accountability, and oversight for 6 coordination centres. The position also ensures wildfire recovery standards minimize environmental impacts, maintain ecological integrity, and address safety hazards.

Collaboration is central to the role. The Manager builds strong relationships with wildfire personnel, divisional managers, regional offices, Indigenous governments, communities, and other agencies. The position also represents NWT in national and international forums, including the Canadian Interagency Forest Fire Centre (CIFFC), and maintains mutual aid and interagency agreements essential to wildfire response.

The Manager contributes to policy development, leads projects, and provides technical expertise to working groups. The role requires strong project management skills, sound judgment, and the ability to make timely, high-stakes decisions during complex wildfire operations. Extended hours, weekend work, and travel are required.

The Director and Assistant Deputy Minister, Wildlife and Forest Management rely on the Manager to deliver an effective wildfire program that safeguards public safety and values at risk, while ensuring responsible budget and resource management within Government of Northwest Territories (GNWT) policies.

## **RESPONSIBILITIES**

### **1. Lead and oversees territorial wildfire operations and program management:**

- Develop and implement wildfire operations regulations, standards, and procedures in alignment with *the Forest Act*, NWT Forest Fire Management Policy and Wildfire Response Strategy.
- Guide strategic planning initiatives and task teams to ensure coordinated territorial wildfire operations.
- Oversee creation and implementation of operational manuals and guidelines ensuring consistency among regions
- Direct the recruitment qualification and certification framework for incident management personnel aligning with national standards.
- Represent NWT in national and international agreements (e.g., Canadian Interagency Mutual Aid Sharing Agreement, Northwest Wildland Fire Fighting Compact).
- Participate in broader program management initiatives within the division and undertakes special assignments as a task leader or team member, as required.
- Ensure wildfire safety programs are developed and maintained in accordance with legislative and operational requirements.



**2. Develop and implement wildfire response and recovery standards and programs:**

- Provide strategic direction for territorial wildfire response including resource prioritization and allocation.
- Oversee fire response through the Territorial Wildfire Coordination Centre and five regional coordination centres.
- Develop tools, systems and protocols to support regional wildfire managers in operational decision making.
- Develop and maintain information systems for resource tracking and operational support.
- Lead reclamation and rehabilitation efforts post-response, including soil stabilization, revegetation, erosion control, and hazard removal.
- Maintain and standardize Duty Officer roles and response systems across all regions.
- Provide oversight and direction to regional staff in the administration of the Harvesters Fire Damage Assistance Policy.
- Set equipment specifications and ensure compliance with national standards.

**3. Provide wildfire knowledge and intelligence services:**

- Oversee the delivery of fire weather forecasts, behaviour predictions, danger ratings, and annual reports.
- Ensure wildfire geospatial data, satellite imagery, and intelligence products are maintained and accessible for planning and response.
- Promote the use of remote sensing and weather station data to enhance situational awareness and decision-making.
- Coordinate wildfire behaviour and knowledge research to support predictive services and strategy and operational planning.
- Establish and maintain working relationships with educational institutions, government agencies and industry to support research and innovation on all aspects of fire management.

**4. Maintain a territory-wide wildfire detection and reporting program:**

- Oversee wildfire detection and reporting programs, including procedures for air and ground patrols, infrared systems, detection towers, and remote sensing.
- Evaluate and introduce emerging technologies and best practices to improve wildfire management detection effectiveness.
- Establish equipment and facility requirements for detection and reporting systems.

**5. Lead Interagency Cooperation, partnerships and stakeholder relations:**

- Build and sustain partnerships with federal, provincial/territorial, Indigenous, and international agencies.
- Represent the GNWT on resource exchange committees, task groups, and interjurisdictional initiatives.



- Negotiate and manage mutual aid and resource-sharing agreements.
- Promote internal and external communication, knowledge exchange, and collaborative problem-solving.
- Prepare responses to inquiries from the public, partner agencies, and interest groups, including drafting correspondence and briefing materials for executives.
- Ensure timely maintenance of program files and electronic records in accordance with information management standards.

**6. Provide financial accountability, planning, and personnel development:**

- Promote internal and external communication, knowledge exchange, and collaborative problem-solving.
- Analyze and summarize year-end expenditures and contribute to the review of territorial work plans, assessing targets, adequacy, and planned expenditures; recommends revisions or additions as appropriate.
- Establish and manage contracts, standing offer Agreements, sole sources, and other procurement processes.
- Establish annual goals and individual work plans in collaboration with staff and conduct formal performance appraisals.
- Establish and maintain databases and software to support and track wildfire operations resources, finances, and equipment.
- Supervise professional, technical, and support staff, including approval of leave.
- Define learning and development plans and approve training requests to support staff growth through mentorship and coaching.
- Support professional development, mentorship, and performance management.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

Outside of fire season, work is generally performed in a standard office environment.

During fire season, the incumbent may be exposed to loud noise, fuel fumes, and smoke, which are possible health risks associated with wildfire smoke during assessments. The incumbent travels often under uncomfortable or hazardous conditions.

**Sensory Demands**

High level of focus and concentration required, particularly when monitoring fire hazards.



## **Mental Demands**

During fire season, there is noticeable pressure due to the complex, time-sensitive decisions this position is required to make affecting public safety and resource management across NWT and competing stakeholder interests and situations of conflicting viewpoints the incumbent may have to face.

Disruptions to personal life caused by frequent travel and Duty Officer rotations between May and September.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of wildfire management, including fire behavior, suppression, and emergency response principles.
- Understanding of related legislation (e.g., *Forest Act*, *Emergency Management Act*, *NWT Safety Act*).
- Knowledge of forest management issues, land and resource management issues, community protection considerations, and ecosystem impacts.
- Familiarity with the roles and responsibilities of GNWT departments, Indigenous Governments, and other agencies in fire management.
- Leadership and team-building skills to manage staff, contractors, and cross-departmental teams.
- Communication skills, including public speaking, media engagement, and preparation of high-quality technical documents.
- Financial management skills to deliver effective programs within budget constraints.
- Problem-solving and critical thinking skills, particularly under high-stress, complex, and politically sensitive conditions.
- Ability to manage and make sound decisions when under pressure or stress.
- Ability to effectively manage multiple priorities and meet deadlines
- Ability in taking initiative and work well under limited supervision
- Ability to maintain confidentiality when dealing with private and sensitive information
- Ability to manage change and achieve results
- Ability to resolve conflict, problem-solve, and achieve consensus by fostering collaboration with computer applications (word processing, databases, spreadsheets) and spatial data tools for fire operations.
- Commitment to diversity, inclusion, cultural awareness, and workplace safety.
- 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 university degree in natural resources plus five (5) years of related experience including all phases of fire response activities, significant operational and program/ project management, land and resource management issues and interagency agreements and partnerships, both within the NWT and across Canada, with experience. At least one (1) year in a supervisory role.

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