



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Aviation Services	
Position Number	Community	Division/Region
23-4849	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

Reporting to the Director, Forest Management, the incumbent is responsible for the management and coordination of Departmental Aviation Services in accordance with territorial and national policies, legislation and procedures. As the division's aviation specialist, the incumbent is responsible for safe, efficient, effective and economical air operations, and for management of aviation services personnel and resources.

## SCOPE

This position is located in Forest Management Division Headquarters (RWED), Fort Smith. The incumbent is responsible for providing Aviation Services support for the Department's operations, including internal Divisions, regional and field operations, and airtanker support to Territorial, National and International Fire Agencies. The incumbent will interact with Regional and other Division operations in the execution of aviation support services to all facets of the Department's operations Regionally and Territorially. The incumbent is directly responsible for a budget of approximately 7.0 million in pre-suppression and 5.0 million in suppression funding and is responsible for auditing and management of aviation contracts in the Department. Charge back revenue up to 1.0 million annually, derived from export of aircraft resources, is a direct result of the incumbent's ability to maintain resources at national and international levels of qualifications. Effective management of aviation services and personnel has a direct impact on life, property, resources and socio-economic values throughout the NWT and Canada



## **RESPONSIBILITIES**

### **1. Develops, implements and manages the development, training and implementation of the Aviation Services Program for ECC and Forest Management Division activities.**

- Develops and maintains standards and procedures for all ECC and interagency air operations.
- Reviews and analyzes yearly program effectiveness and identifies areas for change and improvements.
- Consults with aviation industry officials, researchers and other Government Agencies on the latest developments in specialty aircraft and aircraft operations and management.
- Evaluates and implements new and current aviation technology and techniques as they apply to aviation safety as well as their appropriateness, implementation or need for modification.
- Directs the Department's Aerial Fire Attack Program.
- Communicates with Regional and Territorial staff to advise on operational problems to effect coordinated ground and aerial attack objectives.
- Directs aviation support services in support of Regional and Divisional programs within the Department.
- Directs the development of aviation management training courses for aviation services staff, project managers and field managers to ensure legislative compliance, reduce aviation costs and enhance safety, effectiveness, performance and economy.
- Liaise with ECC staff, agencies and companies to ensure departmental standards are met.
- Directs seasonal Airtanker Base personnel to ensure utilization, operation and maintenance meet operational requirements.

### **2. Performs as a cost center and contracts manager for Aviation Services Programs in the Department.**

- Coordinates the acquisition of operational statistics and financial data for aircraft utilization.
- Determines and prepares technical specifications, budget requirements and cost/benefit for specialty fixed and rotary wing aircraft and equipment to meet Departmental requirements.
- Prepares budget estimates and base data for annual long-term aircraft requirements.
- Audits and manages expenditure control for aviation services.
- Directs the procurement of contract, short term or casual aviation resources in support of Regional and Territorial programs.
- Directs the preparation of long-term aircraft requirement and specification documentation to effect procurement.



- Directs the development of capital plans and implements ongoing maintenance standards and upgrades for Airtanker Bases and Heliports and other departmental aviation support facilities.
- Establishes and maintains lease agreements and heliport licensing/certification with Transport Canada.
- Manages the Departmentally owned fleet of CL-215 aircraft; prepares agreements for the purchase and dry leasing of aircraft; monitors and audits operational and maintenance activities to ensure they meet Departmental and operational requirements.
- Manages the Department's aviation services to ensure that the requirements and transactions are in compliance with acts, regulations, policies, procedures and performance expectations.
- Directs the process of monitoring and auditing operational and maintenance activities for all contracted aircraft to ensure they meet Departmental and operational requirements.
- Directs contract processes for Departmental Aviation Services to ensure contract services meet departmental requirements, and transactions are in compliance with acts, regulations and policies.
- Prepares terms of reference and specifications for external resources (subcontracts, consultants, interdepartmental resources).

**3. Provides aviation safety support services for the Division and Department.**

- As Aircraft Accident Response Team Leader under the Department's Aircraft Accident Response System, is responsible for overall direction and coordination of activities for the Accident Response Team.
- Departmental liaison with Risk Management and Insurance Section on aviation safety issues.
- Analyzes and summarizes aviation incident and accident reports to determine the causes and develops new procedures and techniques to reduce future risk.
- Departmental liaison with Transportation Safety Board and Search and Rescue on aircraft safety issues.
- Manages Departmental aviation services for emergency response.
- Establishes effective procedures for communications, air space control and safety for Aviation Services.

**4. Performs other various aviation related duties.**

- Develops national aviation guidelines as member of the Canadian Interagency Forest Fire Centre Aviation Working Group.
- Performs duties as Air Attack Officer when required.



- Represents the GNWT on national and international forums on Aviation Services.

## **WORKING CONDITIONS**

### **Physical Demands**

During the period May 1 to September 30 annually, the job requires long hours with few breaks on a daily basis in small aircraft for extended periods of time, subject to extreme physical stress and discomfort in hazardous flying conditions.

### **Environmental Conditions**

Exposure to heat, smoke, vibration and noise when working and travelling in small aircraft and helicopters during forest fire operations.

### **Sensory Demands**

While conducting air operations, a high degree of concentration and adherence to precise bombing and air traffic control procedures is required to carryout a safe and effective operation.

### **Mental Demands**

During a typical workday, deals with operational and personnel issues which can cause emotional stress and mental fatigue. The position requires regular travel throughout the NWT and Canada for extended periods of time. Travel occurs 12 or more times per year and can range from 3-5 days at a time.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- An understanding of forest fire management and wildland forest fire behaviour, acquired through technical courses such as Advanced Wildland Fire Behaviour, or a combination of courses and advanced experience.
- National certification as Air Attack Officer.
- Ability to supervise/manage operations involving complex fire situations, office staff, field staff and firefighting equipment including air tankers at the division or project level.
- An understanding of aviation issues, policies, and management and operating practices in support of natural resource management programs and services.
- An understanding of legislation and policy impacts on aviation services.
- Ability to effectively manage a large and complex function at the Departmental level consisting of significant financial, personnel and capital assets in concert with contracted services.



- Skills in interaction with aviation and natural resource management professionals.
- Skill to communicate, teach, and lead Air Attack Officers, airtanker base staff and to liaise with provincial, territorial and national wildfire agencies with respect to air attack programs.
- Knowledge of air attack policies and planning in accordance with departmental and national policies and standards.
- 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 Bachelor's Degree in science, environmental management or administration with at least five (5) years' experience managing projects, contracts or program delivery in the NWT or remote areas of Canada.

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