



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Logistics	
Position Number	Community	Division/Region
23-4850	Fort Smith	Forest Management

PURPOSE OF THE POSITION

The Manager, Logistics (Manager) leads and directs, and is accountable for the effective development and delivery of the division's logistics operations. The Manager establishes overall direction and management of programs and policies related to logistics including the planning, development, implementation, and administration of all aspects of program delivery for the materials management and procurement functions, territorial communication network, weather network, detection network, warehousing, Information Technology (IT), fuel management, equipment refurbishment, asset and facility management, capital planning and project management of the Forest Management Division.

SCOPE

Located in Fort Smith and reporting to the Director, Forest Management Division (Director), the Manager, Logistics is responsible for managing the staff, budget and programs within the Logistics Section of the Forest Management Division (FMD).

The Forest Management Division (FMD) is headquartered in Fort Smith and provides the policy, planning and regulatory framework for the stewardship, protection, and sustainable management of forest resources on 80 million hectares of forest lands in the Northwest Territories (NWT). The Logistics Section serves an integral role in supporting fire operations, aviation services, forest resources, and regional operations across the NWT.

The Logistics Section is responsible for the programs and services including Information Technology (IT), telecommunications, materials management, procurement, warehousing, equipment refurbishment, asset and fleet management, fuel management, and capital planning in accordance with applicable legislation, policies, and best practices.

The Manager, Logistics manages the program areas covering a broad range of responsibilities and are both diverse and complex. The Manager provides direction, supervision, and leadership to a team of eight (8) with diverse responsibilities and a large number of files. The

Manager is responsible for the successful delivery of divisional activities across the NWT including procurement, warehousing, maintenance and logistics management, contractor and contract management, client services, management of aviation fuel inventory and quality control, bulk fuel storage facilities at heli-bases, health, safety and environmental protection programs, management of the division's capital asset planning, and oversight of related budgets and project support activities. The Manager also represents the Department of Environment and Climate Change (ECC) on territorial and national committees and participates in national initiatives on forest and fire management.

The Manager is required to demonstrate accomplished management and decision-making skills in leading and directing a diverse team of professional staff and working collaboratively with a broad range of governments, Indigenous organizations, management authorities, communities, and academic and scientific agencies. The incumbent works with department staff, other government departments, federal and Indigenous governments and organizations (IGOs), renewable resources boards (RRBs), communities, regulatory authorities, Canadian and international fire agencies, and others to identify emerging issues and information in support of effective logistics management.

The position works closely with the other managers within the Division, Manager, Fire Operations, Manager, Aviation Services, Manager, Forest Resources, and Manager, Program and Support Services, and provides advice and direction to five regional Managers, Forestry Operations and oversight to six (6) regional warehouses and the headquarters warehouse. There is a significant requirement for coordination and collaboration with the five regions (5) through which the program is delivered at the field level.

The position has spending authority of \$250,000 and has standing acting for the Director. The program has a budget greater than \$2.0 million, with additional third-party funding ranging from \$2.0 to \$5.0 million annually. The equipment inventory and assets managed by this position are greater than \$40 million in value.

The position develops policies and procedures to support operational activities and keeps abreast with regulations pertaining to aviation fuel ensuring compliance by staff both under their direct supervision as well as those not under their supervision. As well, the incumbent is responsible to prepare written communications including briefing notes, Minister's statements, and Financial Management Board (FMB) submissions.

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 FMD's operating standards, guidelines and procedures to effectively meet the needs of the programs served by the department.

The Manager ensures procurement and contracting activities of the division are compliant with applicable GNWT Legislation, Business Incentive Policy (BIP), procurement and contracting policy, procedures, guidelines, and laws of contracting. Failure to procure in an appropriate manner can result in significant risk of liability under Canadian procurement law.

The position oversees the inspection and maintenance of the division's vehicle fleet that includes Type-6 engines, warehouse trucks, light vehicles, trailers, and campers used to support fire operations. The incumbent provides oversight and leadership in the design, development, and implementation of Information Technology (IT) to meet the needs of FMD.

RESPONSIBILITIES

1. Provides leadership and direction for the Logistics Section's programs and services and provides expertise and support to ensure effective and efficient logistics operations.

- Leads the development of procedures, guidelines, and standards for logistics operations, and ensures that guidelines, best practices, operations manuals, and procedures are in place and convey requirements to divisional and regional staff.
- Working with regional and headquarters staff, and external partners to identify logistics requirements, monitoring, research, or programming needs, and develop and implement strategies, programs, and policies to address needs.
- Builds partnerships and engages with stakeholders to deliver effective logistics operations and policy development.
- Provides expertise and advice to Senior Management, Directors, Managers and to various stakeholders inside and outside of government with respect to aviation fuel management, assets and facilities, warehousing, equipment refurbishment, procurement, telecommunications, IT, capital planning and other logistics matters.
- Provides support to regional staff in effective planning and implementation of logistics operations.
- Represents the Department on national committees and participate in national initiatives including providing input to and coordinating the review and assessment of products created through national initiatives.
- Participates in strategic departmental planning to ensure the broader strategic planning actions reflect the mandate and role of the division.
- Maintains and promotes communication and information sharing on logistics planning and techniques with other fire response agencies (federal/ provincial/ territorial).
- Prepares responses to inquiries from the public, other agencies, and interest groups (including preparation of draft letters and documents for Senior Management).
- Writes and publishes progress reports, briefing materials and manuscript reports.

2. Oversees and administers activities associated with the operation of the Logistics Section.

- Leads and manages aviation fuel management systems and asset management for the Department across the NWT.

- Leads and manages the small-engine powered equipment program and maintenance facility.
- Leads and manages the analysis, implementation, and maintenance of terrestrial and satellite communications, detection, and environmental monitoring data collection systems.
- Plans and manages telecommunication and data transfer systems requirements for Departmental programs, including data sharing agreements.
- Provides technical support to the Division by managing proprietary FMD applications and IT products.
- Researches, develops, and implements Information Technology to meet Divisional needs.
- Provides assistance and support to field projects occasionally.
- Ensures Department of Environment and Climate Change (ECC)'s requirements for infrastructure project management, aviation fuel management, equipment caches, and fleets are fulfilled in a safe, environmentally responsible, economic, and effective manner.
- Ensures that program files are maintained, and electronic correspondence filed.
- Creates and manages service contracts and contribution agreements.

3. Directs and leads the Division's Materials Management function to ensure that equipment and supplies are available on a required and timely basis for the delivery of programs and services.

- Leads the activities of the Division's warehouse, procurement, disposal of assets, and supporting six regional warehouses (Inuvik, Norman Wells, Fort Simpson, Hay River, Fort Smith, and Yellowknife).
- Using the purchasing and distribution strategy, manages the planning, organization, and implementation of the process of tendering the acquisition of goods and services for the Division, and the organization and control of the distribution of goods and materials to six regional warehouses and various communities across the NWT.
- Ensures inventory control procedures and other internal controls are in place to ensure the safeguarding of regional and headquarters inventories.
- Provides oversight, expertise, and guidance throughout the Division to ensure sound purchasing practices in conformance with regulations are informed and followed.
- Maintains a strong working relationship with Procurement Shared Services, which will support FMD's procurement needs.
- Maintains and manages adequate inventory levels of fire equipment and supplies to ensure that stock is readily available at regional warehouses and the headquarters warehouse, so fire managers can provide safe and timely fire response.
- Ensures orders and supplies are provided in a timely manner.
- Maintains the integrity of the inventory through cycle counts, audits, and physical counts, analyzes inventory discrepancies to computerized inventory and implements corrective actions.
- Ensures accurate and timely completion of inventory adjustments, edits, and reconciliations.

- Monitors inventory to ensure that the appropriate reorder points are maintained (Min/Max order points), to ensure that proper inventory levels are maintained.
- Ensures that warehouse staff take responsibility for managing the automated inventory system so that reports are accurate and reflect needs based on proper inventory levels.

4. Leads and manages capital planning and capital project management for the Division.

- Manages FMD's capital infrastructure budget and financial reporting.
- Develops the division's annual capital budget as part of the department's Capital Plan.
- Maintains required financial documentation including spreadsheets, appropriate SAM reports and other information to monitor capital budgets and costs on a daily or regular basis.
- Ensures infrastructure project budgets are properly cash-flowed and cash flows are adjusted as required.
- Prepares monthly and quarterly infrastructure variance reports.
- Prepares required documentation for infrastructure carry-overs and budget transfers including interactivity transfers.
- In collaboration with regional offices, maintains inventory of mobile equipment (trucks, boats, quads, trailers, etc.) to track, plan, and prepare for necessary replacement at the end of asset's lifecycle.
- Undertakes field inspections and site visits as necessary to ascertain needs, status, and condition of existing facilities.
- Ensures the Controllable Capital Assets requirements continue to be current and relevant.
- Supervises the contracting and procurement process and management of consultants, contractors, and other required expertise.
- Reviews and evaluates detailed recommendations including scheduling, design, finishes, and equipment requirements.

5. Manages human and financial resources of the Logistics Section.

- Supervises staff and approves training and leaves.
- Participates in hiring processes.
- Develops annual work plans, review program deliverables and conducts performance appraisals and monitors ongoing performance providing feedback to employees, including managing progressive discipline to staff as required and conflict resolution.
- Reviews, develops and updates job descriptions.
- Plans and implements cross-training exercises to ensure that staff understand related duties and can backfill for each other when necessary.
- Ensures staff have access to necessary resources, supplies, equipment, and information.
- Assists staff with the development of sound processes, routines and checklists that will serve to improve efficiency within the department.
- Identifies areas for potential cost saving or reallocation of resources.

- Prepares annual and multi-year budget estimates and monthly variance reports, recommends budget allocations, and approves, monitors and reports on expenditures.

6. Leads, participates in and/ or supports the Divisional and Departmental activities.

- Conducts special assignments as either task team leader or member as required by the Director, other program leaders or regional program managers.
- Participates in developing the departmental work plan and coordinates the tasks required to achieve the objectives, monitors progress and adjusts as required.
- Seeks external funding partners and collaborators to support Departmental priorities.
- Chairs the Division's Equipment Working Group.
- Supports wildfire operations and other departmental programs including serving on incident management teams and performing duty officer functions.

WORKING CONDITIONS

Physical Demands

Several times per year the incumbent will participate in field programs to remain up to date in field techniques or programs. This will involve hiking in rough terrain, carrying equipment and may involve operating machinery such as ATVs or boats.

During the fire season, the Manager travels in an aircraft for extended periods of time, which can be uncomfortable, and is subject to physical stress and discomfort and at times hazardous conditions.

When serving as Duty Officer, the incumbent spends long hours sitting without breaks and doing long hours of work. Use of computer could have an impact on eyes, arms, wrists and back.

Environmental Conditions

The incumbent will travel to various northern communities on a regular basis, typically monthly or more. Travel will involve small aircraft and/or travel on winter roads and could involve exposure to extreme environmental conditions.

Travel in small fixed-wing or rotary aircraft 4-5 times per year, 3-5 hours at a time, moderate to substantial intensity. Flying in helicopters and fixed wing aircraft for fire operations can entail very loud noises and the unpleasant smell of fuel and can have exposure to health hazards from wildfire smoke. Field work may be carried out in inclement weather and require exposure to biting insects, wet, cold, heat and wildlife.

Sensory Demands

Leading and facilitating meetings with multiple (internal and/or external) stakeholders with often differing or opposing views requires focused listening, observation and recording ability.

Field work requires concentration and alertness for safety including wildlife and mechanical issues and for remote navigation. Field work also requires attention to detail in making observations and recording information.

While serving as Duty Officer during fire season, the incumbent is required to have focused listening and to be aware of fire hazards, resources (personnel, equipment and monetary) and development issues throughout NWT.

There is exposure to various aspects and issues facing the organization. A high level of concentration and attention to detail is essential. Work must be accurate and requires diligence in data collection and review to ensure validity. A significant amount of technical reading and writing is required covering a broad range of topics and requiring extended concentration.

Mental Demands

With responsibility for a broad range of support service areas, the incumbent is required to juggle many responsibilities, focus on emergencies as they arise, and retain composure at all times. With responsibility over subject areas that are complex and at times involve sensitive issues coaching of staff on resolution of problems is required.

Leading and facilitating meetings with multiple stakeholders and differing viewpoints can be stressful when there are competing interests, and in trying to facilitate decisions that meet the needs of all parties. Participation in community meetings, negotiations and public forums requires a high degree of sensitivity, tact, flexibility, and patience.

The incumbent is exposed to tight deadlines and a large workload with competing priorities and demands. This is more pronounced especially during the fire season which can run from May to September. The incumbent is expected to work irregular or long hours, and work on weekends, which can often place a high degree of stress to the incumbent's family situation.

The incumbent will be required to travel regularly, across NWT and to southern Canada. Travel may involve driving long distances or flying in small aircraft. Increased wildfire activity may require national or international export to assist another agency. Travel requires time away from home and may cause disruption to family life.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial management practices, and contract procedures in a business and government environment.
- Knowledge of relevant legislation, acts, standards, policies, procedures, and best practice and the ability to interpret, strategize and apply them. The areas include:
 - Aviation fuels
 - Materials management
 - Procurement
 - Building codes

- Knowledge of the Canadian Safety Standards and Regulations, CEPA and GNWT Legislation.
- Knowledge of operation and maintenance of small-engine powered forest fire equipment, and mobile equipment.
- Knowledge of the principles of environmental site assessment and remediation.
- Knowledge of terrestrial/satellite communications technology, data transfer technology, data communications protocols, network technology environmental monitoring equipment, lightning location, and detection technology.
- Knowledge of communications technology requirements in wildfire response and emergency communications.
- Knowledge of Indigenous groups, land claim issues and resource development activities and/or issues throughout the NWT.
- Ability to communicate verbally and in writing and interact with industry, government agencies, Indigenous organizations, and the public.
- Ability to develop positive external and internal relationships and partnerships.
- Ability to implement change management and impart new ideas.
- Ability to determine solutions to complex issues with limited direction.
- Ability to manage politically sensitive and high-profile issues.
- Project management, risk assessment, and analytical skills.
- Problem solving skills and ability to assist others in learning effective problem-solving techniques.
- Human Resources management skills.
- Interpersonal skills and team building skills.
- Negotiation, mediation and conflict resolution skills.
- Proficiency in word processing, database, and spreadsheet applications.
- 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 Degree in Business or Natural Resource Management, plus a minimum of five (5) years of relevant experience in logistics, fire operations, policy, and planning, including one (1) year supervisory/ managerial experience in a unionized environment is required.

Equivalent combinations of educational 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