



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Regional Materials Management Officer	
Position Number	Community	Division/Region
23-4869	Hay River	South Slave

PURPOSE OF THE POSITION

The Regional Materials Management Officer is directly responsible for planning, managing, and supervising the maintenance and logistical support to the regional warehouse, fuel caches, fire bases, remote communication sites, and fire tower sites throughout the region. The position is responsible for managing and controlling the Region's purchasing and distribution strategy including planning, organizing and implementing the process of tendering or ordering the acquisition of goods and services for the Department, organizing and controlling the distribution of goods and materials to various communities in the Region for wildlife, environment and forest management operations.

SCOPE

This position is located in Hay River and reports to the Manager, Forestry Operations. Functional direction is also received from the Forest Management Division's Territorial Materials Management Supervisor. The incumbent is responsible for the effective and efficient management of an inventory of over 1600 stocked and non-stocked items valued at approximately \$2,000,000 of equipment and supplies. The incumbent provides functional supervision to Seasonal Warehouseperson(s) and additional Extra Fire Fighters (EFF) and casual or fire line staff that may be assigned to the warehouse. The incumbent has a fair amount of latitude in carrying out their day-to-day functions. The incumbent receives verbal and written directions from the Manager, Forests and during fire season the incumbent receives day-to-day directions from the Regional Duty Officer (RDO). The incumbent must ensure allocation of warehouse space is based on balancing program needs against warehousing costs. The incumbent must also ensure that the Department receives the most economical price for purchases of equipment and supplies. Failure to provide effective and efficient warehousing and procurement services can result in extra costs and budget overruns for the Region.



RESPONSIBILITIES

1. Planning and supervising the activities of the regional warehouse, directed to the recording of requisitions, receiving, storage, issuing, accounting and disposal of all non-stocked and stocked items held.

- Establishing and maintaining good warehousing procedures and methods such as security areas, housekeeping, safety standards and location system.
- Coordinating inventory control, audits, material handling, warehousing and material distribution systems within the warehouse using automated warehouse software (Toolhound).
- Ensuring that all measures required for the safe guarding of the warehouse premises, equipment, supplies, records, cold storage sheds and gas sheds are taken to safeguard from fire, theft and damage as well as improper and unauthorized use.
- Recommending and preparing the proper documentation for write-offs and/or disposal of a variety of inventory items.
- Maintaining and accounting for inventory for remote fire bases and towers.
- Operating a replenishment system to ensure stock items are available when required and in line with established minimum and maximum quantities.
- Ensuring all equipment leaving/received at the warehouse is documented following proper procedures and policies, such as using proper forms, recording serial numbers/identification numbers (when applicable) and ensuring that the receipt/issues posted to the account records in Toolhound.
- Manages the Region's fuel caches, drum and/or bulk fuel storage facilities and ensures that receiving, storage and disposal of petroleum products are in accordance with the departments established guidelines and protocols. All drum and bulk aviation fuel transactions must be recorded in EMBER.

2. Maintaining a distribution account record of all equipment (including expendable, major and controllable items) to ensure stock items are kept at proper levels.

- Maintaining records, using a warehouse management system (Toolhound), for major controllable and expendable items which are for distribution, have been distributed or on loan. These records give detailed information such as year purchased, identification number, quantity and location as well as serial numbers and model numbers.
- Conducting annual physical counts for expendable and major controllable equipment.
- Preparing and submitting annual inventory lists of equipment for fire, forest management and wildlife operations so that territorial summaries of equipment can be made and analyzed. Inventories are to be presented as per policies and procedures.
- Ensuring that all equipment leaving (or received) at the area warehouse is documented following proper procedures and policies and the records for such receipts/issues are recorded in the Toolhound inventory management system.



3. Assisting in providing an effective and efficient procurement service to ensure that all purchases are fulfilled in accordance with GNWT procurement guidelines and policies.

- Issuing and applying instructions from procurement services to ensure that policies and procedures are followed to take full advantage of available competition.
- Preparing and submitting orders to the Forest Management Division (FMD) warehouse for replenishing forest management equipment levels.
- Preparing requisitions for the purchase of goods and services.
- Counseling staff on procurement procedures to ensure that the best value is obtained.
- Ensuring the timely issuance of purchase orders for goods and services.
- Ensuring vendor appropriately fulfills responsibility to replace or issue credit for defective new stock or incorrect goods shipped.
- Evaluating and recommending contracts to their supervisor for acquisition of goods and services which are in excess of delegated authority.

WORKING CONDITIONS

Physical Demands

The incumbent is required to lift, move and load heavy objects, weighing an average of 27-34 kilograms in the course of performing their duties within the warehouse. During the fire season (May – Sept), periods of high exertion up to 19 consecutive days is required, often during hot weather.

Environmental Conditions

Exposure to hazardous materials such as petroleum, oil, and lubricant (POL) products, batteries, liquid gasses is common place. During fireline duties high levels of smoke may be experienced which can be hazardous to health. Increased smoke levels can occur when the individual assists or is assigned to an Incident Management Team (IMT).

Sensory Demands

No unusual demands.

Mental Demands

Subject to tight deadlines with shifting and competing priorities can be especially stressful during fire season. The incumbent will be expected to work irregular and long hours, including weekends, as required during fire season and extended periods on deployments can place a high level of stress on an individual's family life. Time spent on the telephone with contractors and/or other departmental staff in regard to operational activities can be frustrating, stressful and at times emotional.



In the case of vacancy or extreme forest fire activity, irregular hours and travel to other regions or agencies to assist in their warehousing needs may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Incumbent is required to obtain Certification in Transportation of Dangerous Goods and WHMIS (Workplace Hazardous Materials Information System)..
- Able to obtain radiotelephone operators (ROC-A) license.
- Knowledge of warehousing practices, equipment and logistics.
- Knowledge of specific terminology used regarding wildfire suppression and support equipment.
- Able to obtain a valid Canadian Passport
- Able to complete training in Standard First Aid, CPR-C and AED.
- Knowledge of basic computer programs including Microsoft and electronic inventory systems.
- Interpersonal skills including effective communication, coaching and motivation in order to manage the human resources assigned to the position.
- Ability to work in a cross-cultural environment.
- Good analytical, written and oral skills are essential in order to carry on good working relationships with departments and outside agencies.
- Incumbent should also have a broad knowledge of procurement and inventory management.
- Must have solid computer skills including experience with word processing, databases and spreadsheets.
- Demonstrated proficiency in computer programs including Microsoft Office suite (Word, Excel, PowerPoint) including knowledge of inventory management 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.
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Typically, the above qualifications would be attained by:

A minimum of a grade 12 education, course work in warehouse management and logistics from an accredited institution, and 18 months directly related experience in warehouse supply chain operations with a minimum of 12 months in a supervisory position.

Equivalent combinations of education and experience will be considered.



ADDITIONAL REQUIREMENTS

Possession of a valid unrestricted class 5 driver's license.

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

CERTIFICATION

Title: Regional Materials Management Officer

Position Number: 23-4867

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.