



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Manager, Forestry Operations	
Position Number	Community	Division/Region
23-4894	Norman Wells	Sahtu

## PURPOSE OF THE POSITION

Under the direction of the Superintendent, Wildlife and Forest Management, the incumbent manages and directs the Regional forest management program.

## SCOPE

Duties mainly occur in the Region but may occur elsewhere in the NWT or Canada. The position is multi-faceted and multi-disciplinary. The position executes duties in both an office setting and in the field. The incumbent is responsible for ensuring compliance with legislated and regulatory requirements to maintain and improve the economic, social, cultural and environmental conditions in the Region.

The position manages the region's pre-suppression and forest development budgets, assets and inventory. The incumbent is responsible for high levels of spending of the suppression budget as regional duty officer or fire boss.

The position interacts with Chiefs, Councils, Co-Management Boards, public, volunteer fire departments, other agencies and other interest groups. As a result, the incumbent can affect relations and perceptions between these groups and the Department.

The position provides direct supervision to permanent, seasonal and casual staff. The incumbent is responsible for human resource planning, hiring, training, and discipline.

The incumbent makes regular decisions relating to the delivery of departmental programs and services, ensuring all relevant Federal and Territorial Acts and regulations are enforced and managed. Enforcement activities include fire, forest, parks and tourism, wildlife and environmental.



## **RESPONSIBILITIES**

- 1. Develops, manages and administrates the Region's forest management budgets, management plans, forest management support services and reporting functions.**
  - Directing implementation of the regional forest management plans, specifically forest fire prevention, detection, pre-suppression, prescribed fires, harvesting, regeneration and inventory programs.
  - Directing the implementation of the Forest Management Policy.
  - Providing supervision and direction to the Regional Forester.
  - Developing and managing the region's forest management budgets by identifying budget elements in the area forest management plans, scheduling activities, monitoring expenditures and routinely evaluating results.
- 2. Manages and directs the Region's pre-suppression activities, which are designed to ensure an organized equipped forest fire control force is in place to take effective forest fire suppression action.**
  - Planning, coordinating, scheduling and implementing the region's forest management training.
  - Preparing forest fire line organization plans in response to changes in the forest fire environment, personnel availability and other factors.
  - Establishing, maintaining and scheduling the use of strategically located fuel caches, base camps and other facilities related to fire suppression activities.
  - Managing a communications network by maintaining an inventory of radios, base stations, repeaters and ancillary equipment.
  - Maintaining and supervising the use of specialty equipment such as infrared scanners, aerial ignition devices, and geographic positioning systems.
  - Preparing analysis of post-season pre-suppression activities to improve the efficiency of training, fireline organization, fire weather gathering and reporting, fire preparedness planning, infrastructure and facilities.
- 3. Manages and directs the Region's forest fire prevention, detection, and prescribed burning programs.**
  - Developing, coordinating and directing the implementation of prevention programs designed for public and school education.
  - Preparing forest fire prevention materials for use by the media.
  - Managing Permits to Burn by training issuing officers in the proper procedures and maintaining accurate timely records.
  - Co-ordinating advice and technical assistance in the investigation of all person- caused forest fires.
  - Developing and maintaining a regional forest fire detection system. Coordinating and scheduling various combinations of detection methods within the regional detection



system consistent with the region's fire preparedness and other forest management activities.

- Reviewing and amending and/or preparing prescribed burn plans for submission to the Director, Forest Management for approval.
- Scheduling and implementation of approved prescribed burn plans within the region and monitoring the progress of prescribed burn projects.

**4. Manages and directs the Region's community forest management planning and coordinates public consultation on forest management matters including policy, operation procedures, and program delivery.**

- Coordinates the development of community forest management and protection plans with field officer, forest management division, Department of Municipal and Community Affairs, communities and individual residents.
- Develops site-specific forest fuel management strategies for inclusion in community forest management and protection plans.
- Implements community protection plans.
- Evaluates and reports forest fire hazards and risks contingent to high values-at-risk and preparing recommendations to landowner and/or preparing hazard and risk reduction plans.
- Manages and directs community consultation about forest management policy, operating procedures and program delivery.
- Manages and directs the region's public education program about forest management in northern ecosystems, specifically, the natural role of forest fires and the use of prescribed fires.
- Co-ordinates the delivery of forest management public education programs with Conservation/Education, the Forest Management Headquarters, and the Regional Officers.
- Co-ordinates the gathering of traditional knowledge from local people about fire use and management.

**5. Manages and directs the Region's forest fire suppression activities.**

- Managing and maintaining a forest fire reporting and dispatch facility at the Region, Headquarters, area offices and base camps as well as other locations as required.
- Determining daily guidelines for forest fire detection, alerts, length of duty day and the integration of out-of-region resources (air tankers, crews, overhead personnel) with regional resources.
- Supervising forest fire reporting and suppression responses to ensure that standard operating procedures are being adhered to.
- Directing the regional duty officer function by monitoring forest fire suppression responses, adherence to established procedures (operations manuals, aircraft management procedure).



- Scheduling, positioning, and repositioning aircraft and personnel in response to changes in the forest environment.
- Directing the development of short-term forest fire preparedness plans made by duty officers and monitoring, evaluating, and making changes to the plan as environmental and other factors change.
- Supervising the collection, recording and transmittal of forest management data and information (weather, aircraft usage, costing, occurrence, status situation reports, and the fire records).
- Training and supervising forest management clerical staff responsible for forest data management.
- Supervising the Forest Technician and Forest Officer responsible for the monitoring and enforcement of harvest programs, operational planning and the field implementation of various projects and activities.
- Monitoring field suppression activities by making visits to base camps, camps, and forest fire sites to evaluate performance of firefighting personnel and equipment, forest fire operations safety (includes aircraft usage, the transportation of Dangerous Goods and utilization of products under the Workplace Hazardous Materials Information system (WHMIS). Also monitoring the forest fire suppression strategies and tactics adherence to established operational procedures.
- Supervising the preparation of Fire Attack analysis plans for all forest fires within the region.

## **6. Performs other related duties.**

- Assisting the Regional Superintendent in the administration of all Acts, regulations, policies and procedures relating to the Department.
- Assisting with the hiring of personnel by sitting on interview boards, preparation of position profiles; and participation in the interview process.
- Representing the Department at Territorial, National and International forest management conferences, symposiums and meetings.
- Representing the Department by sitting on various boards and committees e.g. resource management boards under land claims.

## **WORKING CONDITIONS**

### **Physical Demands**

Some field work is anticipated including work on the fireline, fixed and rotary air travel., etc, which may involve heavy lifting, hauling and hiking.

### **Environmental Conditions**



Field work and patrols during fire season can mean exposure to extreme weather, thick smoke, flames, vibration, and noise.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

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

- Knowledge of forest fire weather, specifically surface and upper air patterns that produce significant fire operations problems and the effects of surface weather on forest fuels as determined by the codes and indexes of the Canadian Forest Fire Weather Index (FWI) System.
- Knowledge of forest fire behavior in northern boreal forest fuel types, specifically rate of spread, frontal fire intensity, spot fire threshold values, depth of burn, and crown scorch height as determined by the outputs of the Canadian Forest Fire Behavior Predictions (FBP) System.
- Knowledge of the general guidelines relating to forest fire behaviors with suppression response as determined by studies done by Forestry Canada, from guidelines contained in the NWT Forest Fire Preparedness System, and from local knowledge.
- Knowledge of land management objectives, values-at-risk, and the relative value of forest resources within the context of the NWT Forest Management Policy.
- Knowledge of forest management activities including legislation, harvesting methods, inventory, scaling and reforestation techniques.
- Knowledge of Acts, regulations, policies, and operating procedures pertinent to Resource Management and specifically Forest Management Operations.
- Knowledge of the administration of budgets, contracts and operations plans and administrative services and procedures.
- Knowledge of forest fire prevention, detection, pre-suppression and suppression techniques and methodologies used in the prevention and control of wildfires.
- Knowledge of prescribed burn planning and execution to achieve pre-determined land management objectives.
- Oral and written communication skills. Ability to prepare reports, analyze problems and assess situations.
- Skill in using commercial and custom-made computer software such as databases, spreadsheets, Word, WXPLUS, FOAM, IFMIS.
- Skill in operation of equipment commonly used in the forest management program, for example, computer-based forest management systems with commercial and custom software, weather equipment, lightning location equipment, infrared scanners,



geographic positioning systems, mechanized forest firefighting equipment and ignition devices.

- Supervisory and management skills.
- 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 Diploma in Renewable Resource Management with fire science and forest ecology components, five years of experience in applied forest fire science and land management planning at the operational level, and supervisory experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A bona fide requirement of the job is passing the annual work simulation fitness standards.

**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