



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Lead Forester, Field Programs	
Position Number	Community	Division/Region
23-811	Hay River Reserve	Forest Management

PURPOSE OF THE POSITION

The Lead Forester, Field Programs (Forester) is responsible for the design, coordination, implementation, and management of various mensuration programs to meet Departmental needs regarding forest ecology, silviculture, and forest operations. The position is responsible for the overall integrity and quality assurance of the data collected through these programs.

SCOPE

Located on the Hay River Reserve and reporting to the Manager, Forest Resources (Manager), the Lead Forester, Field Programs serves as the Department's lead on forestry field data collection and coordination, designing and implementing various forest mensuration programs across the Northwest Territories (NWT). This involves training, supervisory, and/or field auditing roles. The Forester has one direct report, the Forest Resources Technician, who works seasonally from April to September and supervises up to six summer field staff.

The Forester may be required to travel extensively to accomplish these responsibilities. Once projects are completed, the management, compilation, and reporting of field data spanning disciplines of silviculture, forest inventory, growth and yield, and forest ecology will also be a primary task. The overall integrity, interpretation, and subsequent storage of all field data is the responsibility of this position.

The Forest Management Division (FMD) of the Department of Environment and Climate Change (ECC; Department) 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.



The Forest Resources Section (Section) is responsible for sustainable forest management, which is ensured through managing forest authorizations; the collection of information on the state of forest resources; forest management planning; monitoring of forest health and changes to forest landscapes; regulation of forest planning and practices; and compliance and reporting.

The Forester is also a key member of the Department's timber scaling program. Using the Northwest Territories Scaling Manual, they will promote the appropriate use of scaling techniques across the small volume of commercially harvested timber in the Territory.

The position serves as the occupational health and safety representative for the Forest Resources office. This role fills a crucial health and safety requirement and promotes workplace safety between the office and field environments. The incumbent works to ensure workplace safety while fulfilling the requirements outlined in *the Northwest Territories Safety Act* and its associated regulations.

RESPONSIBILITIES

1. Manages field programs and silvicultural activities for the Forest Resources Section.

- Designs and implements field programs, typically with some direction from other program managers, for silviculture, growth and yield, forest inventory, and forest ecology, and supervision of staff and contractors.
- Assists with the management of the Territory's permanent and temporary monitoring plot networks.
- Applies silviculture expertise in various projects related to enhancing forest health and productivity, restoring and enhancing wildlife habitat, and mitigating ecological impact from development activities.
- Conducts ecological assessments to evaluate areas that may require silviculture treatments, restoration or enhancement to offset ecological impacts.
- Monitors the success of silviculture treatments and forest regeneration by collecting data and reporting on vegetation growth, species composition and ecological condition.
- Inspects sites where silvicultural treatments have been applied to ensure compliance with management plans and regulatory requirements.
- Analyzes GIS and database information for assessments and updates, offering recommendations to management and communities.
- Documents program activities, tracks expenditures, and prepares reports for field operations.
- Supervises and delegates to a seasonal Forest Resources Technician. When required, directly supervises field activities.
- When required, works with Procurement Shared Services to establish contracts with



providers to meet the obligations of the Forest Resources Section.

2. Provides oversight of Departmental software and databases.

- Maintains and improves the Division's forestry database (Trimble's Land Resource Management (LRM) software).
- Advises users of the Electronic Licensing and Permitting (ELP) system which is designed to issue and track forest authorizations in the Territory.
- Imports, exports, and summarizes data from LRM and ELP as requested.
- Works with software developers to improve functionality of LRM and ELP.
- When feasible, incorporates electronic data capture into the field programs.

3. Manages and leads the Department's timber scaling program.

- Collaborates with Forest Management Agreements (FMA) holders, license holders, and wood product proponents to ensure an efficient scaling system.
- Ensures compliance and consistency in the delivery and implementation of the legislation, policies, and procedures regarding the scaling program.
- Provides reporting and recommendations concerning links between inventory volumes, operational estimates, and scaled volumes.
- Ensures reliable mass-scale factors are applied via a statistically defensible process.
- Maintains a scaling manual that is relevant to commercial timber operations in the Northwest Territories.

4. Performs the role of safety representative for the Forest Resources office.

- Collaborates with the Wildfire Safety Officer and other Departmental representatives to ensure an effective occupational health and safety program.
- Reviews applicable legislation to ensure compliance of *the Northwest Territories Safety Act* and its regulations.
- Ensures field personnel are provided proper safety equipment for field activities.
- Performs regular worksite inspections.

WORKING CONDITIONS

Position is required to participate in fieldwork up to 10 weeks per year, and travels for meetings approximately 6 times per year, 1-3 days each time.

Physical Demands

During fieldwork, incumbent uses boats, ATVs, aircraft, chainsaws, and small engine equipment, and to do heavy lifting and carrying, and hiking through unbroken terrain.

During fieldwork, the incumbent is required to work long hours, often 10-hours per day. Travel



to communities and worksites may require long hours or driving long distances. The incumbent also sits at a computer terminal for long periods of time.

Environmental Conditions

Fieldwork is a mandatory part of this position. During the fieldwork, exposure to biting insects, wet, cold, heat, and wildlife may occur. Reconnaissance flights require some time spent in small aircraft.

Sensory Demands

The position requires concentration and alertness during fieldwork for safety reasons including environmental, wildlife, and mechanical issues. Field data collection requires the ability to make precise measurements, use precision equipment, and have attention to detail.

Mental Demands

This position may require to work away from home to conduct and/or participate in fieldwork for up to 10 weeks per year, and travel to attend meetings up to 6 times per year, 1-3 days each trip. There can be pressure on the incumbent from time to time to meet tight field work deadlines related to weather and budget.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of forest mensuration and sampling methods and techniques.
- Knowledge of standards and procedures relevant to ecological assessment, forest inventory, growth and yield, silviculture, and timber scaling.
- Knowledge GPS, GIS, and database systems for managing spatial and tabular data.
- Knowledge of the regulatory framework including the *NWT Forest Act* and Regulations, Memoranda, Agreements, and best management practices in existence in the NWT.
- Knowledge of Occupational Health and Safety (OHS) standards.
- Knowledge of operating vehicles, mechanized devices, and equipment such as passenger vehicles, ATV's, UTV's, snowmobiles, watercraft, chainsaws, and brush saws.
- Knowledge of methods to enter, transcribe, record, store and maintain information in written or electronic form (e.g. Survey 123).
- Ability to process information by compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Physical ability to perform activities that require considerable use of your arms and legs and moving your whole body, such as hiking long distances, climbing, lifting, balancing, walking, stooping, and handling of materials.
- Communication skills both verbal and written form for dealing with internal and external clients and stakeholders.



- Organizational and planning skills, particularly for planning and executing remote projects with complex logistics and multiple staff.
- Ability to collaborate with and engage others to accomplish goals.
- Ability to establish and maintain constructive and cooperative working relationships with internal and external stakeholders and colleagues.
- 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 of Science degree in forestry, ecology, natural resources, or related field, and a minimum of three (3) years' related experience in forest mensuration and/or field-based ecological assessment including a minimum of one (1) year experience in a supervisory capacity.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

A class 5 Driver's Licence is required.

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