



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Aviation Services Contracting Officer	
Position Number	Community	Division/Region
23-9037	Fort Smith	Forest Management

## **PURPOSE OF THE POSITION**

The Aviation Services Contracting Officer provides financial and administrative services supporting procurement, accounts payable and accounts receivable processes of Forest Management and Departmental aviation services. The position supervises and coordinates seasonal Airtanker Base Dispatchers supporting the Department of Environment and Climate Change (ECC) wildfire management airtanker operations.

This position is responsible for the supervision and coordination of Aviation Services Dispatchers in accordance with territorial and national policies, legislation and procedures. The position provides assistance in all aspects of the Department's purchasing of aviation resources. As well, provides financial and administrative services related to the processing of payments for all of the Department air charter services.

The position works within a Legislative and Policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies and departmental procedures.

## **SCOPE**

The Forest Management Division provides the policy, planning and regulatory framework for the stewardship, protection and sustainable management of forest resources on 80 million hectares of land in the Northwest Territories, 8% of Canada's entire forested area. This role is pursued through interrelated programs, developed and coordinated by the Division and implemented throughout the Department's five regions.

The Aviation Services Section is responsible for providing aircraft services in support of departmental programs including fire management, forest resources, wildlife and



environmental protection at both the headquarters and regional levels. The Section also ensures that the necessary fleet of aircraft is appropriately maintained and provides for the operation of six air tanker bases across the NWT. Annual expenditures for which Aviation Services is responsible for audit, verification, and payment in the Forest Management Division, Departmental Regional Operations, and other Divisions approach \$12.5 million.

Located in Fort Smith and reporting to the Supervisor, Aviation Services, the Aviation Services Contracting Officer provides administrative and financial support for the processing and payment of Departmental requests for aviation services.

The incumbent verifies and process payment for aircraft services that are of a significant amount. The impact of not ensuring appropriate payment and tracking has the ability to significantly impact program budgets. There is a need to ensure that information entered in financial tracking systems is accurate and done in a timely manner to minimize the risk of negative implications for variance reporting and financial management. The incumbent supervises and coordinates the activities of up to four Airtanker Base Dispatchers supporting the Wildfire Airtanker program. This responsibility includes developing and delivering instructional materials for the intensive training of new Aviation Services Dispatchers.

The position supports staff of ECC Divisions and Regions in the procurement of aviation services, through regular contact with aviation industry companies. The incumbent applies specialized expertise and technical knowledge of the aviation industry that includes an understanding of terminology used in the aviation industry, knowledge of different types of aircraft used by ECC in natural resources management, and the types of documentation related to processing payments for aviation services and how they related to overall charges. The incumbent also must troubleshoot and resolve issues with both departmental staff and air carriers. Incumbent requires an in-depth knowledge of government and ECC standards, and issues related to the aviation industry.

## **RESPONSIBILITIES**

### **1. Audits all air charter supplier/contractor payments for the Department in accordance with the appropriate legislation, regulations, policies and procedures.**

- Ensures that aircraft purchase orders have been completed with proper financial coding and authorization.
- Ensures that used flight tickets have been completed with proper flight purpose coding and authorization.
- Verifies the correct amount and rate of hours, miles, fuel, daily and monthly charges as invoiced for the type and configuration of aircraft against the Standing Offer Agreement for the applicable geographic zone(s).
- Ensures air charter crew expenses are appropriate and applicable.



- Clarifies any unusual charges with user personnel and/or air charter companies.
- Verifies invoices with the applicable source documents.
- Advises air carriers of errors or adjustments to invoices.
- Requests information/documentation from air charter companies and other government departments to enable the performance of a detailed audit.

**2. Processes all air charter supplier/contractor payments for the Department in order to ensure that payments are made in an accurate and timely manner and in accordance with legislation, policies and procedures.**

- Determines priorities for processing payments.
- Verifies a sufficient unencumbered free balance is available for expenditures.
- Allocates expenditure codes, supplier numbers and editing additions, extensions, conditions of payment, spending authorities.
- Reviews and verifies supporting data provided.
- Mediates disputes over charges with suppliers.
- Data entry for accounts payable and purchasing into the GNWT's financial system (SAM) for all departmental aircraft expenditures.
- Initiates and forwards Supplier requests; and
- Implements and updates a cross-reference filing system for aircraft requests, utilization and costing reports, purchase orders, flight tickets, invoices, contract amendments and operational reports.

**3. Ensures information is entered into financial tracking systems used by the Forest Management Division**

- Reconciles expenditures to actual costs and guarantees according to various contracts on several computer programs and systems.
- Updates rates, types, registrations, pilot or air carrier information for all air charter companies.
- Prepares various statistical reports of aircraft utilization by type, company, purpose, financial, etc.
- Verifies the purpose codes, aircraft types, rates, registration, purchase order number, hours/miles, company code, fuel, crew expenses, oil, etc.
- Checks for duplication or omissions in EMBER; and
- Advises the regional offices of any corrections/omissions on the EMBER system.

**4. Assists with the acquisition of casual and short-term air charters for the department.**

- Collaborates in auditing tenders to ensure adherence to regulations.
- Assists in evaluating tenders and price implications to determine the lowest qualified bidder.
- Assists in mediating disputes with suppliers.
- Acquires casual and short-term air charters on an assignment basis.



- Ensures purchasing transactions are legally valid.
- Ensures all applicable contractor documents (insurance, WSCC etc.) have been obtained and in good standing; and
- Issues air charter purchase orders through utilization of SOA and Purchase Order procedures.

**5. Supervises orients and trains Aviation Services Dispatchers and other clerical staff associated with dispatching aircraft resources and Airtanker Base administration.**

- Provides direction to Aviation Services Dispatchers and other GNWT/contract employees.
- Orients new employees and employees from other jurisdictions on dispatch, radio and administrative policies and procedures.
- Participates in interviewing, screening and hiring seasonal Airtanker Base Dispatchers.
- Sets priorities and assigns duties for staff and approves leave.
- Monitor and assess staff performance and conducts performance appraisals with staff.
- Administers the training of new Dispatchers and refresher courses for returning Dispatchers, including development of training manuals and methods, and certifies qualifications as a Delegated Examiner for Radio Operator's Certificates.
- Communicates with Territorial and Regional staff to advise on operational problems that affect coordinated ground and aerial attack objectives.
- Liaises with ECC staff, agencies and companies to ensure departmental operating standards and guidelines are met at Airtanker Bases.
- Provides recommendations to the Supervisor on administration, maintenance and personnel issues concerning Airtanker Base operations; and
- Prepares Airtanker Base pre-season briefing and post-season debriefings and year- end reports.

**6. Acts as relief Aviation Services Dispatcher at various field locations when required.**

- Dispatches Territorial and Regional assigned resources including aircraft and ground crews to ensure that appropriate resources are stationed to suppress and/or fight wildfires.
- Operates VHF-AM, VHF-FM radios and other telecommunications equipment at various Airtanker Bases in order to effectively and efficiently dispatch critical information; and
- Various administrative and financial duties.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

During the fire season, the Contracting Officer may need to fill in on dispatch and would be working dispatching; the incumbent spends periods where a high level of concentration and attention to detail is required. Safety of aircrew and personnel is dependent.

### **Mental Demands**

The incumbent is exposed to shifting priorities and tight deadlines with urgent situations, particularly during the forest fire season (May – September). Extensive travel may be required during this period.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of procurement policies and procedures, types of contracts, negotiating and interviewing techniques and sources of supply
- Knowledge of generally accepted accounting principles and practices
- Ability to prepare reports and develop effective working relationships with suppliers and Departmental staff.
- Ability to communicate clearly and effectively, orally and in writing.
- Knowledge of charter and specialty services provided by the air transportation industry in Canada.
- Knowledge of types of aircraft used for ECC program (firefighting, wildlife, etc.) including fixed and rotary wing.
- Knowledge of air carrier tariffs
- Ability to perform well under pressure from staff, clients, aircrews and management to meet demands and expectations.
- Computer skills including the ability to operate spreadsheets, word-processing and computerized accounting programs.
- Ability to travel at a moment's notice away from home base.
- 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:**

This position requires a basic understanding of air attack operations and the ability to effectively receive and dispatch aircraft information. The incumbent would normally attain the required knowledge and skills through:

- Diploma in Office Administration.
- Two (2) years of related experience in an office environment with bookkeeping or office procedures coursework.
- A minimum of one (1) years of direct experience that relates to the provision of aviation services.
- A minimum of 1 season (4 months) experience as a radio operator is an asset.
- Previous supervisory experience is an asset.
- Transport Canada Restricted Aeronautical Radio Operators' (ROC-A) License, or ability to obtain one.

A Radio Operators' (ROC-A) License is a legal requirement for the position.

A Valid Class 5 Driver's License required.

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 record 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