



## **IDENTIFICATION**

Department	Position Title	
Environment and Climate Change	Materials Management Officer	
Position Number	Community	Division/Region
23-9093	Fort Smith	Forest Management

## **PURPOSE OF THE POSITION**

The Materials Management Officer (MMO) is responsible for carrying out the materials management activities of the Forest Management Division's warehouse, including security, procurement, shipping and receiving, inventory, disposal of assets, and support for 6 regional warehouses (Inuvik, Norman Wells, Fort Simpson, Hay River, Fort Smith, and Yellowknife) in 5 regions (Inuvik, Sahtu, Dehcho, South Slave and North Slave).

## **SCOPE**

The Material Management Officer is a headquarters function located in Fort Smith and reports to the Territorial Material Management Supervisor (TMM Supervisor). During the fire season, the incumbent also receives day-to-day direction from the Territorial Duty Officer. The incumbent is responsible for the effective and efficient management of an inventory of over 1,200 stocked and non-stocked items valued at approximately \$15 million, and an additional \$2 million in aviation parts inventory. The MMO has a fair amount of latitude in carrying out his/her day- to-day functions and provides direct supervision to casual staff that may be assigned to the warehouse.

The Forest Management Division (FMD) provides the stewardship, protection and sustainable management of forest resources on 75 million hectares of forested land in the Northwest Territories (NWT). FMD has offices and bases in all 5 Regions of the NWT. The wildland fire management program is a key area of responsibility for the Department and the MMO contributes to the delivery of this and other FMD's programs across the NWT by ensuring an adequate supply of equipment and materials are in place for the Department to meet its mandate.



The position is responsible for operating and providing leadership on the Department's Tool and Equipment Management System (i.e., ToolHound) ensuring tools and equipment are tracked and protected, assets are managed, and productivity is improved through reporting. The incumbent also trains Regional MMO's and Forest Management staff on the use of software systems used, such as ToolHound.

## **RESPONSIBILITIES**

### **1. Operates the Division's warehouses and support regional warehouses and stores by recording 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 warehousing software.
- Ensuring that all measures required for the safeguarding of the warehouse premises, equipment, supplies, records, cold storage sheds are taken to safeguard from fire, theft and damage as well as improper and unauthorized access.
- Recommending and preparing the proper documentation for write-offs and/or disposal of a variety of inventory items and ensuring each warehouse across the NWT meets Territorial stocking levels and standards.
- Maintaining and accounting for inventory at FMD warehouses and overseeing stocking levels at 6 regional warehouses ensuring balanced inventory across the NWT.
- Operating a replenishment system to ensure stock items are available when required and in line with established minimum and maximum quantities for the NWT.
- Collect and analyze weekly reports submitted by the regional MMO's.
- Ensuring all equipment removed from or received at the warehouse is documented following proper procedures, polices, and ensuring that the receipt/issue is posted to the account records.
- Ensuring Regional MMO's follow established procedures.

### **2. Maintains distribution account records of all equipment, including expendable major and controllable assets to ensure stock items are kept at proper levels.**

- Maintaining records for major controllable and expendable items which are for distribution, by including information such as year bought, identification number, quantity and location as well as serial numbers and model numbers.
- Conducting annual physical counts for expendable and major controllable equipment to verify and to update stock record cards both at FMD and in the Regions.



- Preparing annual inventory lists of equipment so that territorial summaries of equipment can be made and analyzed, inventories are presented as per policies and procedures.
  - Ensuring that all equipment leaving (or received) at each of the Division's and regional warehouses is documented following proper procedures and policies and the records for such receipts/issues are maintained and posted to stock record cards where applicable.
- 3. Assists in providing an effective and efficient procurement service for the Department to ensure that all purchases are fulfilled in accordance with approved procurement guidelines and policies.**
- Work with Procurement Shared Services to Issue and interpret instructions concerning procurement services to ensure that policies and procedures are followed and full advantage of available competition is realized.
  - Review and prepare Regional orders to FMD for replenishing forest management equipment levels.
  - Preparing tenders for the purchase of goods and services.
  - Ensuring the timely issuance of purchase orders for goods and services.
  - Ensuring supplier appropriately fulfils responsibility to replace or issue credit for defective new stock or incorrect goods shipped.
  - Evaluating and recommending contracts to supervisor for acquisition of goods and services which are in excess of delegated authority.
- 4. Maintains Tool and Equipment Management System.**
- Train Regional MMO and other staff on the proper utilization of Tool and Equipment Management Systems (i.e. ToolHound).
  - Track assets at 6 Regional warehouses and 2 headquarters warehouses.
  - Manage the check out and return process for tools, equipment and consumables.
  - Monitor and schedule maintenance as required.
  - Improve operating efficiencies.
  - Maximize the use of current assets and avoid overstock or duplication of tools, equipment and consumables.
  - Share inventory data and provide accurate reporting.
  - Maintain optimal inventory levels for consumables.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent is required to lift, move and load heavy objects, weighing an average of 60-75 pounds in course of performing his/her duties within the warehouse daily for a period of 6



hours. During the fire season (May - September), long and continuous days of high exertion is required, often during hot weather.

### **Environmental Conditions**

Exposure to hazardous materials such as petroleum, oil and lubricant products, batteries and liquid gases are commonplace occurring 6hrs daily. When the incumbent is required to mix gas, the event can last up to 3 hours.

During fire operations duties, exposure to high levels of smoke may be experienced which can be hazardous to your health. Smoke levels can occur when the individual assists or is assigned to an Incident Command Team at fire camps. Smokey conditions can be continuous during these times for up to 14 days.

The incumbent is required to operate a forklift, work around helicopters and fixed winged aircraft and must exercise proper safety precautions.

### **Sensory Demands**

The incumbent is required to wear hearing and eye protection, protective clothing and other safety gear when assigned to an Incident Command Team that may affect normal sensory input. Exposure to the risks associated with working around helicopters and heavy equipment, noxious fumes from petroleum products and power tools is common.

### **Mental Demands**

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.

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**

- Demonstrated knowledge of warehousing, procurement and inventory management.
- Demonstrated working knowledge of operation, maintenance and repair of wildland fire equipment.
- Demonstrated knowledge of national standards and specifications, development and implementation for wildland fire equipment.
- Knowledge of wildland fire management and the use of wildland fire equipment.
- Knowledge of financial management practices, and contract procedures.



- Proven analytical and communication skills are essential in order to carry on a good working relationship with departments and outside agencies.
- Strong interpersonal skills and the ability to work well in a team environment and with consultants and contractors.
- Leadership and supervisory skills and be able to organize their staff in an efficient, safe, and workable manner that will provide the logistical support required for the Department.
- Computer skills in word processing, spreadsheet and database software, as well as the Internet and communication devices.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Planning, time management & scheduling skills.
- Strong problem solving skills and ability to deal with changing deadlines and priorities.
- Ability to work in a Cross Cultural Environment to deal with a diverse group of clients and staff.
- 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 minimum of grade 12 education, and completion of a Warehouse Management Certificate or equivalent, supplemented by minimum three (3) years' experience in purchasing and materials handling.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- Certification in Dangerous Goods and WHMIS
- Valid 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