



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Airtanker Base Manager	
Position Number	Community	Division/Region
23-9094	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Airtanker Base Manager is the Department of Environment and Climate Change's (ECC) primary authority and expert on airtanker base operations, including management of six (6) airtanker base facilities, supervising, coordinating and training airtanker base loader supervisors and loaders, facilitating the department's aviation bulk and drummed fuel management, auditing heliport operations, and other general support to aviation services.

## SCOPE

The Forest Management Division (FMD) provides the policy, planning and regulatory framework for the stewardship, protection and sustainable management of forest resources on 80 million hectares of forested land in the Northwest Territories (NT). This role is pursued through interrelated programs, developed and coordinated by the FMD and implemented through the department's five regions.

This headquarters position is located in Fort Smith, but activities are territorial in extent and support all five regions (Beaufort Delta, Sahtu, Dehcho, South Slave and North Slave). The position reports to the Manager, Aviation Services, and receives functional direction from the Manager of Forest Management Services. This is a key position supporting the division's programs and the department's mandate.

The incumbent provides specialized technical expertise to FMD, regional staff, and external stakeholders. The incumbent is responsible for managing six (6) airtanker base facilities and will be required to travel at a moment's notice throughout NT or to other agencies. This includes ensuring that the bases have the required goods, services and supplies to support aircraft engaged in wildfire response activities. There is a significant



logistical challenge to ensuring that all bases are fully equipped and ready in the event of a wildfire in any of the regions.

The position directly supervises three (3) seasonal loader supervisors, and oversees the activities and schedules for six (6) seasonal loader staff. The position functions in a team environment and is required to work collaboratively with managers and subordinates. A mentoring role is provided to peers and direct and functional subordinates on the appropriate use of mobile and small-engine powered equipment, safe operations around aircraft, aviation fuel dispensing systems, and environmental remediation equipment to meet department requirements.

Management of airtanker bases, heli-bases, and fuel systems is essential for effective wildfire management aerial and ground operations. Failure to manage these mission critical functions may result in dangerous situations for both ground crews and aircrew personnel during a wildfire may place air and ground crews at serious personal risk and may result in loss to life, property, resources and socio-economic, cultural and/or historical values.

The position works within federal and territorial legislation and policy framework. The position carries out its responsibilities while ensuring compliance in accordance with Government of Northwest Territories and Federal Government regulatory statutes including the *Canadian Environmental Protection Act (CEPA)*, *Canada Shipping Act*; Canada Labour Code; National Fire Code; Occupational Health and Safety (OH&S) Regulations, Environment Canada's Storage Tank System's for Petroleum Products and Allied Petroleum Products Regulations, Transport Canada airport acts, regulations, and policies, and ECC's and FMD's operating standards, guidelines and procedures to effectively meet the needs of the programs served by the department.

## **RESPONSIBILITIES**

### **1. Manages and coordinates the operation and maintenance of the airtanker bases and aviation facilities throughout NT in order to provide safe, efficient, cost effective airtanker base operations in the event of wildfire.**

- Establishes contacts and dialogue with various airport personnel as appropriate in order to educate, facilitate communication and maintain a positive working relationship.
- Develops, implements and monitors operation standards, maintenance and procedures for all airtanker base operations.
- Develops, establishes and conducts training program for loader personnel.
- schedules and coordinates operational personnel deployment to either of the airtanker base network according to wildfire preparedness requirements.
- Plans and coordinates airtanker base network start-up and shut-down every spring.



and fall respectfully.

- Establishes and monitors airtanker base inventory levels of products and equipment in conjunction with preparedness level requirements and anticipated wildfire activity.
- Establish, monitor and continually enhances the airtanker base safety program.
- Conducts and document periodic inspections to maintain quality control standards for retardants and suppressants.
- Monitors all ground operations for safety. These include but are not limited to loading procedures, crowd control, hazardous materials spill cleanup and disposal, and 'hot' reloading.
- Inspect GNWT Heliports annually utilizing Transport Canada aerodrome/heliport inspection criteria as a guideline and also inspect aviation support facilities.

**2. Manages the administration and maintenance operations of airtanker bases in order to ensure that required goods and services are available and secured.**

- Establishes contacts and develops good working relationships with local/national/regional agency and contractor personnel.
- Establishes and monitors quality and quantity control standards for wildfire chemical (short and long term) retardant mixing, storage, and loading.
- Prepares, coordinates and secures requests for common services through Tender or Request for Proposal (RFP) processes, such as water delivery and sewer/pump disposal.
- Develops, establishes and conducts a robust training program for loader personnel.
- Audits contractor performance and verifies goods and services have been received for payment.
- Prepares monthly and annual summary operational reports of airtanker base operations maintenance activities and makes recommendations for improvements.

**3. Monitors, maintains and tests the operation of airtanker bases, as well as and ECC regional jet fuel distribution systems in order to ensure that fuel systems meet required standards.**

- Carry out procedures for commissioning of systems at season start-up, including completion of maintenance and complete procedures for decommissioning at fall shutdown.
- Conduct annual testing and verification of bulk fuel prior to start-up.
- Identify operational problems and solutions; recommend corrective actions, and measures.
- Assist with the development of design specifications for new bulk aviation fuel systems.



**4. Supports and assists in managing drummed and bulk aviation fuel for the department within the five (5) regions.**

- Assist in the logistics of purchasing, transporting, and storage of bulk and drummed petroleum products for aviation use across the NWT that is consistent with standards and best practices.
- Review and maintain standard operating procedures for drummed aviation fuel supply, consumption and retrieval, for implementation by regional and operational staff.
- Maintain a verifiable audit process (EMBER) for aviation fuel management across the Department's activities.
- Oversees annual testing and verification of drummed aviation fuel before start-up.
- In collaboration with regional staff, assists with managing the regional fuel caches, drum and bulk fuel storage facilities and ensures that receiving, storage and disposal of petroleum products are in accordance with the department's established guidelines and protocols.
- Analyze and verifies territorial aviation fuel use and potential demand for the procurement of aviation fuel supply in consideration of remote geographic operating areas and rapidly changing wildfire incidents and status.
- Conducts risk evaluations and inspections across the NWT ensuring compliance with codes and standards are being met.
- Provides education, advice and direction to staff and external stakeholders to promote safe, effective and environmentally responsible fuel management systems.
- Affirm that the condition and operations of existing bulk fuel storage facilities and fuel delivery vehicles are adequate to ensure protection of the environment, as well as the safety of personnel and the general public.

**5. Provides direction and supervision of Airtanker Base Loader Supervisors and Loader personnel.**

- Participates in the selection and hiring process of Airtanker Base Loader Supervisor and Loader personnel.
- Identify and prioritize assigned duties for Airtanker Base Loader Supervisor(s) and Loader staff at various locations.
- Ensures Airtanker Base operations safety requirements are met and enforced.
- Monitors section performance to ensure goals and objectives are met within specified timelines.
- Ensures processes for communications are established and ensures information flow between the Airtanker Bases, air crew, and dispatch office.
- Monitors and assesses staff performance and conducts annual performance appraisals with personnel.



**6. Provides general support to aviation services including the acquisition of short-term (casual hire) aircraft charters for the Department.**

- Administers short term contracts through utilization of SOA and Air Chartering Manual procedures and estimates costs based on required flight routes, aircraft types and trip duration to ensure that contractual terms and conditions are met.
- Explains Government policy on aircraft chartering to Department personnel and clients.
- Coordinates and consolidates use of chartered aircraft by various ECC user groups.
- Works with clients and air operators to allow for a positive and effective service experience.

**7. Perform maintenance and repairs to equipment in support of Forest Management programs.**

- Perform preventative maintenance to small gas-powered equipment to meet the standards outlined by Forest Management Division.
- Inspect and troubleshoot mobile and stationary equipment and performs maintenance to equipment as required.
- Audit contractor repairs for quality assurance.
- Advise the Territorial Facilities Manager of any major repairs to mobile or stationary equipment.
- Maintain inventory control over parts and supplies and record maintenance and repair logs (Toolhound).
- Assist with the development and implementation of standards and specifications for maintenance and repair of equipment and maintain records on inventories, parts, materials, and services.
- Assist with the assessment of new equipment for conformity within Forest Management requirements.
- Develop and maintain training programs, prepare technical reports, and carry out projects on an as required basis.

**8. Performs other related duties as required.**

- Performs other appropriate and reasonable duties.

**WORKING CONDITIONS**

**Physical Demands**

The following apply during wildfire season a significant portion of work is carried out in challenging physical settings.



Position requires long hours with movement and physical effort; frequent standing, walking, lifting and carrying heavy equipment, such as large pumps, 45 gallon drums of oil and retardant and retardant filled hose, and operating a variety of hand and power tools are required.

### **Environmental Conditions**

During low hazard, duties will be performed in the proximity of the airtanker base facility in a normal environment.

During high hazard, duties are carried out in an environment subject to mild to intense smoke, heat, insects, variable weather and extended time away from amenities. Hot-loading aircraft will directly expose the incumbent to exhaust fumes. Jet and gasoline exhaust fumes may be present, plus exposure to long and short term retardants. This exposure will increase with the fire load's long periods.

### **Sensory Demands**

During wildfire season, intense concentration and attention to detail is required when working with mixing loading equipment, fuel systems as well as large moving aircraft during exposure to high pitched noise from various aircraft. Simultaneous use of vision, hearing, and general physical awareness is required during loading; activities in and around moving aircraft and other equipment require constant monitoring and alertness. Periodic exposure to high pitched noise from aircraft will occur.

### **Mental Demands**

During wildfire season there are very high stress conditions in a crisis reaction situation where the incumbent is required to make rapid decisions under extreme pressure. The incumbent is exposed to shifting priorities and tight deadlines with urgent situations and must be absent from home for prolonged periods.

During a typical workday, dealing with numerous operational and personnel issues and potentially placing crews at significant personal risk causes significant mental and emotional stress.

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

- Demonstrated knowledge of retardant mixing, storage and loading operations and associated safe procedures.
- Demonstrated knowledge of small and large engine gasoline and electrical pumps.
- Demonstrated knowledge of various land based and skimmer airtanker aircraft.
- Demonstrated knowledge of airtanker base operations and administration procedures.
- Demonstrated knowledge of VHF-FM and VHF-AM radio communications.
- Demonstrated knowledge of Canadian Safety Standards and Regulations.





- Knowledge of procurement processes and contract management service contracts, tenders, Standing Offer Agreements.
- Knowledge of operation, maintenance and repair of small-engine powered equipment.
- Knowledge of the operation of a small-engines supply, control, maintenance and repair facility in a remote environment.
- Knowledge of best practices in aviation fuel management systems, standards, specifications and safe practices.
- Knowledge of relevant legislation, regulations and/or policies governing aviation fuels.
- Knowledge of logistics relating to fuel procurement, transportation, storage and distribution as it applies to northern and/or remote environments.
- Knowledge of inventory control and management procedures and practices.
- Knowledge of the principles of environmental site assessment and remediation.
- Knowledge of financial management practices, and contract procedures in a business and government environment.
- Knowledge of forest fire management and the use of small-engine powered equipment related to fire management.
- Knowledge of Management and inventory supplies.
- Knowledge of GNWT airport acts, policies and regulations.
- Knowledge of wildfire terminology.
- Interpersonal skills and the ability to work well in a team environment, listen to and consult with clients and specialists to identify needs and specifications.
- Communications and interpersonal skills in order to communicate effectively with staff and air crews.
- Mechanical aptitude with problem solving skills.
- Organizational and time management skills.
- Ability to work independently and without close supervision in a cooperative environment both within the department and external to the department.
- Ability to manage and resolve conflicts and disagreements in a positive and constructive manner in order to minimize negative impact.
- Ability to manage projects effectively and efficiently.
- Ability to read, comprehend and apply codes standards and regulations.
- Ability to work in a high stress multi-tasking environment with tight deadlines.
- Ability to work in a Cross Cultural Environment to deal with a diverse group of clients and staff.
- Ability to manage, direct and supervise staff in a high stress environment.
- Ability to operate the following equipment in a safe manner: pick-up truck, one-ton flat deck truck (automatic and standard transmission); 5,000 lb. forklift (propane powered), small and large gasoline and electrical pumps; lawn mower (push and riding), pressure washer and 40-hp wash-down pump and various power and hand tools.



- 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 minimum of a Grade 12 and five years of related experience in maintaining and servicing airtanker or similar bases.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A Transport Canada Restricted Aeronautical Radio Operators' License is a legal requirement for the position, or ability to obtain one.

A Class 5 Driver's License is required.

Must be physically able to perform position duties.

**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