



## IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Air Attack Supervisor	
Position Number	Community	Division/Region
23-9100	Fort Smith	Forest Management

## PURPOSE OF THE POSITION

The Air Attack, Supervisor is responsible for the leadership, supervision, and coordination of National Certified Air Attack Officers (AAON) and associated team members in aviation response to wildfire incidents in accordance with territorial and national policies, legislation and procedures. As one of the division's air operations specialists, the incumbent is responsible for safe, effective and economical air operations and for management of personnel, equipment and resources in a safe, cost-effective manner. This responsibility includes the development and delivering instructional training, mentoring and coaching of Air Attack Officer Trainees.

The position also provides assistance and supports staff of Environment and Climate Change (ECC) divisions and regions in the procurement of aviation resources for the Departments aerial work requirements, through regular contact with aviation industry companies.

The position works within a Legislative and Policy framework and carries out its responsibilities in accordance with Government of Northwest Territories (GNWT) acts, regulations, policies and Departmental procedures. The position will be in place seasonally from April to October.

## SCOPE

This position in Forest Management Division (FMD) Headquarters is located in Fort Smith and reports to the Manager, Aviation Services. The incumbent is responsible for the supervision, scheduling, coordination and training of seasonal National Certified Air Attack Officers and Air Attack Officer Trainees in aerial wildfire operations and will be required to travel at a moment's notice to any of the six (6) airtanker bases throughout Northwest Territories (NWT) or in other Agencies. The incumbent will interact with regional and other divisions in



the execution of aviation support services in all facets of the Departments operations.

FMD provides the policy, planning and regulatory framework for the stewardship, protection and sustainable management of forest resources on eighty (80) million hectares of land in the NWT. This role is pursued through interrelated programs, developed and coordinated by the Division and implemented through the Department's five (5) regions. The Aviation Services Section is responsible for providing aircraft services in support of Departmental programs including fire management, forest resources, wildlife and environmental protections at both the headquarters and regional levels. The Section ensures that the GNWT fleet of eight (8) Air Tractor 802F Fire Boss amphibious airtanker aircraft is appropriately maintained and provides for the operation of six (6) airtanker bases across NWT. Also provides for and coordinates the Air Attack Officer (AAO) Program that is an essential part of aerial management of wildfires in NWT.

Aerial wildfire management is used by ECC as a wildfire suppression strategy. Directing and controlling of air operations by AAO is critical for effective aerial wildfire management.

This position requires an in-depth understanding of aerial wildfire suppression strategies, methods and techniques. The position also requires the ability to analyze, plan, implement and direct aerial wildfire suppression and to provide clear and credible directions on how to safely and effectively suppress wildfires from the air. Failure to provide adequate services may result in dangerous situations for both ground crews and air personnel during a wildfire incident that may place crews at serious personal risk and may result in loss to life, property, resources and socio-economic, cultural and/or historical values. Effective management of aviation services and personnel has a direct impact on life, property, resources and socio-economic values throughout the NWT and Canada.

## **RESPONSIBILITIES**

### **1. Assist in developing, implementation and managing the development, training and implementation of the Air Attack Program ensuring safety standards are met for ECC activities.**

- Assists in the development of aviation management training courses for aviation services staff, project managers and managers of forests to ensure legislative compliance, reduce aviation costs and enhance safety, effectiveness and performance.
- Analyze each staff's leadership styles and employ their strengths.
- Annually updates the NWT Level 1 AAO Training Program and the AAO fire-bombing standard operating procedures (SOP) manuals.
- Ensures that daily records such as retardant costs, flight times, mission summaries, etc. are completed and received by headquarters and regional offices when required;



- Assist in developing and maintaining standards, policies and procedures for all ECC and interagency aerial work operations.
- Coordinates work schedules including setting priorities and adjusting schedules to meet workloads.
- Instructs and guides AAO training needs and assessment using Canadian Interagency Forest Fire Center (CIFFC) national standards in aerial wildfire suppression tactics, methods and procedures working within relevant acts, regulations and policies.
- Prepares, updates and delivers training materials on all elements of aerial wildfire suppression operations to Departmental personnel and contract aircrews at various government or contractor locations.
- Evaluates and supervises employee work performance, including completing formal performance appraisals, discussing performance with employees and recommending disciplinary action, if required.
- Communicates with regional and territorial staff to advise on operational issues affecting coordinated ground and aerial attack objectives and makes recommendations on effectiveness, usage, and operations.
- Prepares year-end AAO training proficiency reports and coordinates and chairs annual AAO fall debriefing meeting and participates in AAO hiring committee.
- Acts as a Check Rider evaluator for AAO and trainees ensuring airtanker mission operational safety standards are met both in the air and on the ground.

## **2. Provides assistance to the Manager, Aviation Services in overall program delivery.**

- Liaise with ECC staff, agencies and aviation companies to ensure national and Departmental standards are met.
- Compiles aviation statistics and reports and submits in an approved format.
- Assists in analyzing and summarizing aviation incident/accident reports to determine root cause(s) and develops new procedures and techniques to mitigate future risk of occurrence.
- Maintains positive working relationships with various contractors, regional offices and community service organizations.
- Responsible for airtanker base supplies as required.

## **3. Directs, coordinates and controls air attack operations to ensure effectiveness, efficiency and safety standards are maintained.**

- Controls all aircraft(s) within the restricted airspace around a wildfire by assigning flight zones, flight patterns, altitudes and radio frequencies.
- Selects targets for airtankers, type of retardant drop required, and retardant load placement to ensure effectiveness of aerial attack and enters airtanker group mission summary details into FMD computer (EMBER) program.



- Develops and initiates aerial attack plans to meet wildfire control objectives in conjunction with the ground crew's wildfire suppression activities.
- Provides detailed instructions and information to airtanker pilots regarding the drop zone, hazards, safety exits, smoke and wind conditions that may affect the safety and effectiveness of the air attack operations.
- Provides ground crews, regional and territorial duty officers with updates on tactical information of aerial reconnaissance reports of current wildfire behaviour and makes recommendations to provide for safe, effective wildfire control measures.
- Evaluates, assesses and records results of each airtanker drop for retardant quality, placement and accuracy and identify areas affecting safety, effectiveness and efficiency.

**4. Decides when airtanker actions is to be undertaken, continued or discontinued through consideration of safety, priority and cost benefit factors.**

- Ensures that aviation and operational support functions are maintained and in a state of preparedness.
- Acts as a member of an Incident Management Team (IMT) or as an Air Operations Branch Director, as required.
- Monitors activities to ensure that Transport Canada and Departmental standards, acts and policies are adhered to and abides by the daily airtanker base alerts.
- Reports aircraft or other deficiencies, daily status and requirements of airtanker group(s) and aircrews that may affect program delivery.
- Coordinates with regional staff to advise on operational problems that may affect coordinated ground and aerial attack suppression objectives.
- Ensures weekly airtanker group practices are carried out to maintain operational proficiency, accuracy, communication and procedural skills.
- Conducts EMBER mission summary training and testing, as required, also reviews AAO mission entries to ensure accuracy of information.
- Monitors weather and storm patterns, fire hazard information, resource availability and participates in regional wildfire control plans.

**5. Assists with the acquisition of short-term (casual hire) aircraft charters for the Department.**

- Administers short term contracts through utilization of Standing Offer Agreements 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 (i.e.: specialized equipment, insurance requirements, pilot hour minimums, and valid air operating certificate).



- Ensure that purchase orders and all pertinent related data are entered into FMD computer (EMBER) program and are legally valid.
- Explains Government Policy on aircraft chartering to Department personnel and clients.
- Coordinates and consolidates use of chartered aircraft by various ECC user groups.
- Receives complaints or concerns from ECC staff about suppliers or Air Operators about ECC use of their aircraft and attempts to resolve concerns or identify alternate approaches.
- Works with clients and Air Operators to allow for a positive and effective service experience.
- Ensure all applicable contractor documents (insurance, Workers' Safety & Compensation Commission, etc.) have been obtained and in good standing.

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

- Provides transportation for staff and air crews on occasion.
- Performs other appropriate and reasonable duties.

### **WORKING CONDITIONS**

#### **Physical Demands**

During the period May 1 to September 30 annually, the job requires long hours with few breaks on a daily basis in small aircraft for extended periods of time, subject to extreme physical stress and discomfort in hazardous flying conditions.

#### **Environmental Conditions**

Exposure to heat, smoke, vibration and noise when working and travelling in small aircraft and helicopters during forest fire operations.

#### **Sensory Demands**

While conducting air operations, a high degree of concentration and adherence to precise bombing and air traffic control procedures is required to carry out a safe and effective operation.

#### **Mental Demands**

During a typical workday, deals with operational and personnel issues which can cause emotional stress and mental fatigue. The position requires regular travel throughout the NWT and Canada for extended periods of time. Travel occurs 12 or more times per year and can range from 3-5 days at a time.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of wildfire fighting principles, practices, planning and aerial and ground suppression techniques in accordance with Departmental and national policies and standards.
- Knowledge of wildfire aerial management, wildfire behaviour and weather acquired through technical courses, such as advanced wildland fire behaviour or combination of courses and advanced operational experience.
- Proficient with Canadian Forest Fire Danger Rating (CFFDR) System field guides
- Knowledge of various aircraft type specifications and aerial wildfire suppression techniques.
- Knowledge of forestry legislation, such as the Forest Protection Act and Forest Management Act and applicable aviation legislation, regulations, acts and procedures
- Knowledge of computer software and hardware in support of general operations and communications technology.
- Manage large and complex functions at the Department level consisting of financial and personnel in concert with contracted services.
- Manage, direct and supervise staff in a high stress environment while working independently.
- Ability to supervise/manage operations involving complex fire situations, office staff, field staff and firefighting equipment, including airtankers at the division or project level
- Ability to communicate and interact effectively with individuals and groups in a team-oriented environment.
- Ability to remain composed when under time constraints from staff, clients and management to meet their demands and expectations.
- Communicate, instruct and lead AAON's, AAOT's, airtanker base personnel and to liaise with Provincial, Territorial and National wildfire agencies with respect to Air Attack Program.
- Technical analytical and problem-solving skills to determine best methods and strategies for aerial suppression of wildfires.
- Planning and management skills to ensure availability of required resources and equipment.
- Communications skills to clearly direct aerial suppression activities and prepare detailed reports.
- Judgment based on experience, sound data gathering techniques, and reflection on the potential ramifications and precedent setting of decisions.
- Interpersonal skills including an ability to form strong collaborative networks.
- A strong desire to learn and adapt, as well as an ability to instill a learning and teamwork environment.



- Communicate and interact effectively with colleagues, staff, AAO's and contractors in a team-oriented environment.
- Ability to work in a cross-cultural environment.
- 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:**

Graduation from Environment and Natural Resources Technology and/or other Forest Technology related diploma program. Minimum of five (5) years progressive experience in ground wildfire operations, as well as a minimum five (5) years experience in aerial suppression experience and management. The incumbent would normally attain the required knowledge and skills through:

- A two (2) year diploma program in a forestry related program.
- Supervisory and logistical management experience.
- Previous progressive experience in wildfire suppression operations.
- A drivers' airside vehicle operating permit (AVOP) at an airport or the ability to obtain one.

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.

A valid Canadian passport, or ability to obtain one. Must be physically able to perform position duties.

Equivalencies will be accepted for years as a Nationally Certified Air Attack Officer and educational background.

**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 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