



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Field Operations Administrative Clerk	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-9108	Hay River	South Slave

## PURPOSE OF THE POSITION

The Field Operations Administrative Clerk provides administrative and support services to the Department of Environment and Climate Change in the South Slave Region. The position will have responsibilities for license issuance and vendor returns, as well as providing fire management services integral to the region's fire suppression program and associated activities.

## SCOPE

Located in Hay River and reporting to the Renewable Resource Officer III, the incumbent will provide support for all ECC programs throughout the region. Responsibilities include the documentation of aircraft locations, load tickets, flight tickets, fire weather and communications; tracking suppression budget, manpower resources; ECC licence and tag inventory; petty cash systems and control as well as filing and accountable forms management.

This position carries out its responsibilities in accordance with GNWT acts, regulations, policies, and procedures that include the *Financial Administration Act*, Financial Administration Manual, Contract Regulations, *Public Service Act*, Public Service Regulations, the Human Resource Manual and various GNWT policies.

This position will support operations in the various regional communities as required by operational demands. The position from May-August will prioritize clerical and administration services to the Wildland Fire Program.

## RESPONSIBILITIES

- 1. During fire season operates and administers the region's communications and telecommunications equipment in a consistent manner that complies with the**



**Canadian aviation and telecommunications regulations, as well as the department's operations manual and accident response manual.**

- Transmits and receives messages and information from staff and the public and maintains communication logs in accordance with Canadian aviation and telecommunication regulations.
- Monitors and records communication during all aircraft and personnel movements to ensure safety in case emergency situations develop, following regulations and GNWT operations manual and accident response manual.
- Dispatches aircraft and manpower as requested by the duty officer or appropriate designate.
- Provides reported aircraft traffic information to various contract aircraft.
- Ensures that inter-regional dispatches are completed and forwarded to receiving regions.
- Notifies aircraft of any known potential dangers.
- Monitor daily lightning activity, distributes weather station reports and fire behavior prediction information within the region

**2. Compiles, audits, and processes daily costing and report information on all projects and fires in a timely manner, ensuring compliance with the department's operations directive and various GNWT financial acts, regulations, and policies.**

- Completes daily situation reports for all suppression/pre-suppression activities.
- Completes daily costing worksheets for all activities, maintains records of all personnel and other resources hired
- Maintains daily fuel cache inventory.
- Inputs all daily fire and project pre-suppression and suppression information into the Forest Management Division's Forest Operations and Management computer system (EMBER)

**3. Maintains, compiles, and completes all information pertaining to the administration of fire management aircraft and other resource contracts with the use of EMBER. This ensures compliance with GNWT financial acts, regulations, and policies.**

- Receives and verifies all flight tickets for suppression and pre-suppression flying.
- Ensures that all flight tickets are matched to aircraft purchase orders.
- Monitor aircraft utilization and report to duty officer any discrepancies with flight tickets
- Maintain, monitors, and enters aircraft data into the EMBER.
- Monitors aircraft purchase order dates to ensure that all aircraft have extension contracts raised if required.
- Maintain resource status boards, office equipment and update manuals.



- 4. Participates as a member of an Incident Management Team (IMT) in response to designated incidents regionally, territorially, or nationally.**
  - Supports or fulfills the duties of Finance and Administration Section Chief within the incident command system at remote locations as part of an IMT.
  - Participates in on-the-job training and provides training to others as required.
- 5. Performs other general administration duties and provides support to ensure the operation is maintained and functions effectively.**
  - Acts as primary receptionist.
  - Receives, distributes, and handles all incoming and outgoing mail.
  - Maintains licensing files and assists with trapper files as required.
  - Responsible for file maintenance and archiving department financial and administrative records using the administrative records classification system (ARCS) and the operational record classification system (ORCS).
  - Preparing licenses and permits for signature.
  - Issuing sport fishing licenses under the authority of an ENR vendor.
  - Keep inventory of licenses, permits, tags, fur cheques and other assets including all accountable forms and maintain an appropriate supply of stationary.
  - Assist with staff travel arrangements and entering travel into financial system.
  - Assist with administration of the fur pricing system, if required.
  - Performing other duties as required.
- 6. Maintains a cash control system**
  - Receives public monies and provides receipts.
  - Conducts weekly reconciliations of cash and credit receipts to verify payments.
  - Records customer payments into the GNWT financial system, prepare the appropriate accounting entries, and prepare deposits for approval.
  - Accounts for petty cash on a regular basis.
  - Receive and verify receipts from staff, if needed.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

May work in hot, smoky outdoor conditions while deployed with an Incident Management Team.



### **Sensory Demands**

No unusual demands.

### **Mental Demands**

If deployed on an IMT, the incumbent will be required to render administration and operational support while working from a field environment. Travel can disrupt homelife and routine.

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

- Excellent communications and interpersonal skills to dispatch aircraft and communicate effectively with staff, crews (air & ground), and the general public.
- Effective organizational and time management skills to prioritize duties and tasks under pressure.
- A strong people orientation combined with an ability to form strong collaborative networks.
- A desire to learn and adapt, must be self-directed and able to work independently.
- Knowledge of basic accounting skills to ensure accurate documentation and accountability while using various types of financial software.
- Possess computer skills in word processing, database, and spreadsheet software, as well as internet and electronic communication programs.
- Ability to complete work without supervision and, potentially, under stressful conditions.
- Must demonstrate the ability to remain composed when under pressure from staff, contractors and management to meet demands and expectations.
- 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:**

The completion of Grade 12 high school diploma with basic accounting skills, along with one year of relevant office experience.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

A valid Class 5 drivers' license is required.

A Restricted Radio Operator Certificate-Aeronautical (ROC-A) licence is a legal requirement.

### **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