



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Seasonal Warehouse Person	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-9234	Yellowknife	North Slave

## **PURPOSE OF THE POSITION**

Under the supervision and direction of the Regional Material Management Officer (MMO), the Seasonal Warehouse Person carries out the material and equipment handling activities related to receiving, issuing, shipping, replenishment, expediting, and maintenance for the Yellowknife warehouse and regional Environment and Climate Change (ECC) facilities.

This position is primarily responsible for the North Slave region, however, may be required to travel to work within a regional office, Heli base, fire base, or incident command post within various regions across the Northwest Territories (NWT) and may be exported to other areas of Canada as part of an Incident Management Team (IMT). Functional deployment durations may vary but can last for up to 19 days.

## **SCOPE**

Located in Yellowknife and reporting to the Regional Material Management Officer, the Seasonal Warehouse Person is responsible for assisting the MMO in carrying out the duties pertaining to the effective and efficient operation of the warehouses, vehicle fleet maintenance, fuel caches, facilities, equipment maintenance and tracking, firebases, and remote communication sites throughout the North Slave Region.

## **RESPONSIBILITIES**

- 1. Under the general direction of the MMO, assists in the effective and efficient warehouse operations.**
  - Organizing, maintaining, replenishing, receiving, shipping, expediting and preparing firefighting equipment and supplies by issuing these from stock or procuring locally to ensure adequate levels of operational firefighting equipment are available in the



warehouse, delivering goods to staging areas or loading onto aircraft for transportation to fire sites, and managing aviation fuel supplies within the region.

- Assisting in receiving equipment from field operations, cleaning equipment, noting missing or damaged equipment, replenishing kits for reissue, and placing equipment into storage.
- Assisting in checking waybills/packing slips, and transfer vouchers against goods received and reporting any discrepancies to the MMO for further remedial action.
- Processing routing transactions and resolving problems associated with warehousing and material handling.
- Test and maintain fire suppression equipment to ensure it meets operational standards prior to issuance to field staff.
- Check kits to ensure they meet kit standards.
- Assisting in keeping a neat and orderly warehouse and ensuring that proper warehouse procedures and policies are maintained.
- Picking up orders of equipment from various merchant locations and delivering them to staging areas for further transportation, usage, or consumption.
- Ensuring that all equipment and supplies received or shipped by the warehouse are documented by following proper procedures and policies, by using proper forms, recording serial and identification numbers, and ensuring the forms are properly completed.
- Assisting in conducting annual physical inventories at various bases and staging areas in the region, and updating electronic inventories as required.
- Assisting in the regular pick-up and delivery of mail to and from the post office and other locations.
- Assisting in recording issues and receipts to stock cards as well as assisting with filing.
- Daily management of drum fuel supply and the bulk fuel system.
- At times, relocating to and operating from another location in support of fire suppression activities for periods of up to 19 days.
- Performing other related duties assigned and directed by the MMO.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent will be required to lift, move, and load heavy objects weighing up to 75lbs while performing regular warehouse duties.

### **Environmental Conditions**

During the fire season, long and continuous days of high exertion are required, often during hot weather. There is risk of exposure to hazardous materials, Average 6-8 hours per day, in moderate to high intensity, and exposure to unpleasant loud noises when working around aircraft and other noisy equipment.



There's possibility of relocation/deployment for up to 19 days in remote camps or other locations.

### **Sensory Demands**

Reviewing documents requires focus and attention to detail with normal intensity.

### **Mental Demands**

The incumbent will be expected to work irregular and long hours, including weekends, and as required during fire season and deployments which can cause a high level of stress on an individual's family life.

During fire season, the incumbent is subject to tight deadlines with shifting and competing priorities, and is expected to meet the demands of firefighters in times of intense fire activity. Often, hours of work can be uncontrollable dependent upon current and forecasted fire danger conditions.

On occasion, the incumbent is required to travel to other locations/regions to assist in their warehousing needs due to short staffing or high levels of fire activity.

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

- Knowledge of fire suppression techniques, equipment, and logistics.
- Knowledge of terminology used regarding wildfire suppression and support equipment.
- Written and oral communication skills- English.
- Ability to work in a cross-cultural environment.
- Knowledge of fire suppression techniques, equipment, and logistics.
- Computer skills related to email, word documents, spreadsheets, and ability to use electronic inventory programs (Toolhound).
- 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:**

Completion of grade 12, and six (6) months directly related experience in warehouse supply chain operations, and recent relevant experience in wildfire pre-suppression and suppression logistics.

Equivalent combinations of education and experience will be considered.



### **ADDITIONAL REQUIREMENTS**

- A valid Class 5 Drivers License is a bona fide requirement of this position.
- A valid Canadian Passport.
- Certification in Transportation of Dangerous Goods (TDG) and Workplace Hazardous Materials Information System (WHMIS).
- National standard training to the I-300 level in the Incident Command System (ICS- 300).
- Wildland Fire Crew Member Course (S-100 or S-131).
- Airside Vehicle Operator Permit (AVOP).

### **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