



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Wildfire Management Clerk	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-9261	Norman Wells	Sahtu

## PURPOSE OF THE POSITION

The Wildfire Management Clerk (Clerk) compiles and completes daily fire costing to ensure appropriate and effective internal financial records are maintained to provide region with an accurate accounting that complies with Government of Northwest Territories (GNWT) acts, regulations, policies, and departmental procedures.

The position also operates radio communication equipment to ensure that the accurate location of all aircraft and manpower resources are maintained in accordance with Canadian aviation and telecommunication regulations, as well as the Department's operations manual and the Aircraft Accident Response Manual. This function may work within a regional office, district office, heli-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).

## SCOPE

Located in Norman Wells and reporting to the Wildfire Administration Supervisor (Supervisor), the Wildfire Management Clerk ensures internal financial records are accurate, which is critical for the region to track aircraft, equipment, and manpower resources within the pre-suppression and suppression budgets. Accurate daily recording of personnel, equipment, and aircraft costs (flight tickets) also is needed to ensure groups are paid in accordance with GNWT acts, regulations, and policies.

Receiving and dispatching information is critical to successful firefighting operations. Failure to dispatch clear and credible information may result in loss of life, property, or similar values, and may place air and ground crews at serious risk.



## **RESPONSIBILITIES**

- 1. Operates and administers the region's communications equipment in a manner that complies with Canadian Aviation and Telecommunications regulations as well as the Department's operation policies and guidelines.**
  - Monitors communication during all aircraft and personnel movements to ensure safety in case emergency situations develop.
  - Receives fire reports from the staff and public.
  - Dispatches aircraft and manpower as requested by the Duty Officer or appropriate designate.
  - Provides dispatched air tankers with pertinent wildfire response information including location, resources on site and any relevant fire behavior or operational concerns.
  - Provides reported aircraft traffic information to various contract aircraft.
  - Ensures that inter-regional dispatches are completed and forwarded to receiving regions.
  - Maintains accurate and legible radio log of all communications.
  - Transmits and receives messages and information including weather and lightning information.
  - Notifies aircraft and crews of potential dangers including fire weather and behavior advisories and warnings.
  - Responds to aircraft emergencies according to the departmental Aircraft Accident Response Manual.
- 2. Compiles, audits, and processes daily costing and report information on all projects and fires on time, 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.
  - Maintains records of all personnel hired and sends to various locations within the region.
  - Completes hiring information for personnel hired under the Emergency Fire Fighter program.
  - Completes daily costing worksheets for all activities.
  - Verifies and records time spent by staff on projects or fires.
  - Maintains daily fuel cache inventory in EMBER.
  - Completes weekly fuel cache inventory reconciliation with the regional Materials Management Officer and.
  - Inputs all daily fire and project pre-suppression and suppression information into EMBER.
- 3. Receives and distributes the region's weather and lightning data.**



- Monitors and reports new satellite hot spot locations from departmental decision support tools.
- Receives and records daily weather data from manned stations/towers at designated times when required.
- Distributes weather station and fire behavior reports within the region. ☐ Monitors and reports daily lightning activity to fire line staff.

**4. Maintains, compiles, and completes all information pertaining to the administration of fire management aircraft charters, as well as inputs all data required for aircraft.**

- Receives all signed flight tickets for suppression and pre-suppression flying.
- Ensures that all flight tickets are matched to aircraft purchase orders.
- Verifies information contained in flight tickets.
- Reports to Duty Officer any discrepancies with flight tickets.
- Enters flight ticket data into EMBER.
- Reports to Duty Officer aircraft usage and remaining contract hours. Forwards all flight tickets to Forest Management Division.

**5. Performs other general office duties to ensure the operation is maintained and functions well.**

- Provides clerical support including typing, filing, and other general office duties.
- Updates office manuals seasonally.
- Documents and files wildfire, human resource and financial information related to Incident response.
- Maintains operation room's equipment and manpower status boards.
- Assists Duty Officer with daily requests for aircraft, personnel, or equipment.
- Participates in training for casual and emergency fire clerks.

**6. Participates as a member of an Incident Management Team (IMT) in response to designated incidents Regionally, Territorially, or Nationally.**

- Carries out dispatch functions at remote locations as part of an IMT.
- Fulfills duties within the Finance and Planning sections of the Incident Command System according to training and experience.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.



### **Environmental Conditions**

The incumbent will typically work in an office setting. On deployments may be required to work in hot, smoky, outdoor conditions while on Incident Management Teams.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Potential for travel throughout the NWT or Canada, which can disrupt homelife and routine. Can be required to deal with numerous operational and personnel issues that potentially placing crews at significant risk.

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

- Knowledge of basic accounting skills to ensure the accurate accountability of the costing system within EMBER and to help understand GNWT financial acts, regulations, and policies.
- Computer skills in word processing, database, and spreadsheet software, as well as electronic communications, and the ability to rapidly learn new programs.
- Ability to complete work without supervision and under stressful conditions.
- Organizational and time management skills to prioritize duties and tasks under pressure.
- Ability to remain composed when under pressure from staff, contractors, and management to meet demands and expectations.
- People orientation combined with an ability to form strong collaborative networks, a desire to learn and adapt, self-directed, and able to work independently.
- Communications and interpersonal skills to dispatch aircraft and communicate effectively with staff, and crews (air and ground).
- 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:**

Grade 12 with basic accounting skills, in addition to 6 months of relevant office experience.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

- Possession of a valid Class 5 Driver's License or ability to obtain within 12 months.



- Ability to obtain standard First Aid, CPR-C, AED certification.
- Ability to obtain Restricted Operator Certificate Aeronautical (ROC-A).

**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