



## IDENTIFICATION

| <b>Department</b>              | <b>Position Title</b>              |                        |
|--------------------------------|------------------------------------|------------------------|
| Environment and Climate Change | Wildfire Administration Supervisor |                        |
| <b>Position Number</b>         | <b>Community</b>                   | <b>Division/Region</b> |
| 23-9265                        | Inuvik                             | Beaufort Delta         |

## PURPOSE OF THE POSITION

The Wildlfire Administration Supervisor (Supervisor) is responsible for providing supervision, training, and co-ordination of activities for the regional Forest Management Program. The Supervisor also provides direct and functional supervision to all regional Wildfire Management Clerks and ensures the duty room administrative and financial processes are in a functional state of preparedness. This function may work within a regional office, a heli base or an 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 Inuvik and reporting to the Manager, Forestry Operations (Manager), the Wildfire Administration Supervisor provides direct supervision to all regional Wildfire Management Clerks. The Supervisor is responsible for ensuring accurate work is being carried out, which is critical for the Region to track aircraft, manpower, resources, and pre-suppression and suppression budgets. The incumbent is also responsible for ensuring the accuracy and completeness of fire records into the departmental fire management software and that the finance and administrative functions for the regional fire program are in a state of readiness and will monitor these functions throughout the fire season.

The precise tracking of flights and proper implementation of the departmental emergency response procedures can result in a life and death situations. Clients may include any air carrier in the NWT and, potentially, Canada. The accurate daily recording of personnel and aircraft costs is required to ensure that these groups are paid in accordance with Government of Northwest Territories (GNWT) acts, regulations, and policies.



## **RESPONSIBILITIES**

- 1. Ensures that the regional fire operations communication program is in a functional state and the region's communications equipment and procedures are undertaken in compliance with Canadian aviation and telecommunications regulations as well as the department's operational policies and guidelines.**
  - Provides training and oversight to staff assigned to monitor communication during all aircraft and personnel movements.
  - Ensures processes are in place so resources are accurately tracked should emergency situations develop.
  - Ensures wildfire reporting from the staff and public are documented and reported according to departmental procedures.
  - Audits dispatch records of air tankers, helicopters and wildfire response staff to ensure information and documentation meets departmental standards.
  - Ensures that inter-regional dispatches are completed and communicated to receiving regions.
  - Ensures processes to transmit and receive messages and information including fire weather, fire behavior, lightning and safety advisory or warnings are in place.
  - Ensures that processes for all emergency communications related to an aircraft accident or incident as required by legislation are in a ready state.
  - Notifies the Regional Duty Officer of any non-functioning communication equipment and follows up to ensure it is functional.
  - Responds to aircraft and fire line emergencies according to the departmental incident response procedures.
  - Undertakes radio and communication assignment duties of the Wildfire Management Clerk on a roster basis throughout the summer.
- 2. Ensures the daily operation and administration functions within the duty room are maintained in support of the fire program**
  - Implements processes for ensuring the compiling, completing, auditing and processing of regular spending and report information from the daily costing is in place within the duty room.
  - Trains Wildfire Management Clerks on procedures to be followed within the duty room including the use of departmental decision support tools.
  - Ensures regional fire management manuals, data storage and filing systems are updated annually.
  - Ensures training and certification record storage processes are in place and audit conformity
  - Ensures office supplies and duty room equipment stocking levels are maintained.
  - Ensures all aircrew are briefed on completing flight tickets according to the pilot aircraft briefing manual.



- Provides periodic and year end fire information reports.
- Oversees and maintains regional data entry responsibilities.
- Provides functional supervision and scheduling for all Wildfire Management Clerks in the Region.

**3. Ensures regional documentation required for the preparation of Extra Fire Fighting (EFF) records is completed**

- Collects and summarizes time certificates and commissary vouchers with accompanying receipts.
- Ensures all required EFF hire package documents are filled out correctly and submitted in a timely manner.
- Ensures hiring status reports are maintained and provide statistical information to the Duty Officer and Manager, Forests.
- Maintains a list of EFF positions and certifications.

**4. Co-ordinates with the Wildland Fire Administrative Finance Officer and Manager, Forests to ensure the proper completion and submission of all pre-suppression and suppression payment documents**

- Verifies invoices by checking calculations and comparing to supporting information.
- Assists with the administration of firefighting contracts.
- Advises contractors on proper invoicing procedures and ensure corrections to invoices are completed as required.
- Ensures all invoices have payment and support documentation.
- Audits suppression travel and expense claims prior to submission.
- Ensures all daily, weekly and aircraft costing reports are entered and verified in the EMBER fire management system.
- Audits all daily cost entries by the Wildfire Management clerk in EMBER.
- Audits suppression timesheets and reconcile them against Ember entries.
- Ensures submitted regional timesheets are forwarded to the Forest Management Division in a timely manner.
- Ensures Visa logs and required documentation are completed accurately and processed in a timely manner.

**5. Provides general administrative duties**

- Maintains the regional fire operations filing system including the storage, disposal and disposition of fire operations records.
- Maintains the regional fire situation report display on a daily basis.
- Assists Material Management Officer in reconciling drummed and bulk fuel accounting at regional bases and caches against departmental records.



6. **The incumbent may participate in Incident Management Teams in response to large fire events**
  - Carries out dispatch functions at remote locations as part of an IMT.
  - Fulfils duties within the various sections of the Incident Command System (ICS) according to training and experience.
  - Incident deployment can be Territorial, National or International.

## **WORKING CONDITIONS**

### **Physical Demands**

Long periods of sitting in front of computer or radio consoles may place stress on body. May be required to fly in small aircraft restricting movement and causing bodily stress.

### **Environmental Conditions**

In low hazard, duties will be performed in the proximity of Regional or Area Office in a normal environment. Incident Management Team duties typically carried out in an environment subject to intense smoke, heat, insects and variable weather.

### **Sensory Demands**

The work requires a high level of continuous attention under sometimes considerable stress to ensure dispatch information is communicated accurately and in a timely manner. The nature of the work requires incumbent to maintain situational awareness through verbal and auditory senses at all times.

### **Mental Demands**

During busy fire periods, there is pressure to maintain situational awareness and react to changing situations quickly. Daily time frames and the rapid prioritization of multiple duties and data can result in the incumbent feeling pressured and stressed. Supervising staff during increased suppression activities which can be extremely fatiguing. Position may be away from home for up to 19 days during periods of high fire load, which can add mental stress.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic accounting skills and principles to ensure the accurate accounting and reconciliation of the costing and tracking systems.
- English language fluency required for communications with air crews, Initial Attack Officers, Division Supervisors, etc. (For safety reasons).
- Ability to effectively supervise personnel.
- Ability to pass on clear and concise verbal and written instructions and reports.



- Ability to complete mandatory supervisory and HR training.
- Ability to plan and manage own and others workload, taking into consideration shifting priorities, limited resources and impacts of decision.
- Ability to complete ICS-200.
- Ability to complete training in Standard First Aid, CPR and AED.
- Ability to obtain a valid passport.
- 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 in order to prioritize duties and tasks under pressure.
- Ability to remain composed when under pressure from staff, contractors, and management to meet demands and expectations.
- Communication skills, combined with an ability to form strong collaborative networks, and a desire to learn and adapt.
- 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 obtainment of grade 12 along with one year of relevant office experience, preferably with experience in forest management and one year of supervisory experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

- A valid Restricted Operator Certificate - Aeronautical (ROC-A) License is a legal requirement of the position.
- A valid unrestricted class 5 driver's license.

**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