



IDENTIFICATION

Department	Position Title	
Environment and Climate Change	Wildfire Crew Member	
Position Number	Community	Division/Region
23-9272	Inuvik	Beaufort Delta

PURPOSE OF THE POSITION

The Wildfire Crew Member is directly responsible for carrying out response on active wildfires and related forest management duties. The incumbent is also responsible for testing and maintaining forest management equipment and minor building and ground's maintenance.

SCOPE

Located in Inuvik and reporting to the Wildfire Crew Leader, this position is required to provide wildfire response and general duties in an overall effort to promote the sustainability of the region's forests. The incumbent is also required to support Forest Management activities including delivery of the prevention, mitigation, and forest resources programs.

RESPONSIBILITIES

- Carries out firefighting duties on active wildfires.**
 - Travel to fire by the quickest mode of transportation possible (either boat, aircraft, vehicle, ATV, or on foot).
 - Safely and efficiently utilizes tools such as Pulaski's, hand pumps, shovels, power pumps, chainsaws, and sprinkler systems.
 - Undertake initial and sustained attack as well as fire line patrol and mop up operations on wildfires.
 - Work in conjunction with Air Tankers, helicopters, and heavy equipment.
 - Participate in safety briefings and after action reviews.
 - Use burnout and back burn equipment such as drip torches and fuses.
 - Participating in interface response with community or other emergency response organizations.



- Hook up various firefighting extensions onto other equipment as required.
 - May be called upon to fulfill the duties of other positions;
 - Costing/time reporting
2. **Ensures forest management equipment meets required standards by testing, maintaining, and ensuring proper use of forest management equipment.**
 - Inspects all equipment to ensure that it is in good working condition and is readily available for initial deployments and identifies and flags faulty equipment.
 - Sharpen fire tools such as axes, Pulaski's, chainsaws, and shovels.
 - Perform maintenance on hand tools, equipment, and machinery.
 - Test equipment regularly and reports condition.
 - Maintain fire hose (tests, washes, rolls, packages).
 3. **Supervises Extra Fire Fighters and lesser experienced fire fighters on large fires when necessary and coordinates their efforts.**
 - Outline methods of attack, work standards, and safety issues on the fire line.
 - Provide a record of activities including hours, and other relevant info to Wildfire Crew Leader.
 - Ensure proper use of equipment supplied during operation.
 - Alert fireline staff of any safety concerns.
 - Maintain contact with the next chain of command within the Incident Command System.
 - Adjust work plans to meet unanticipated events such as wind shifts, equipment failures, and changes in applied technique.
 4. **Participates in training programs to upgrade firefighting and forest management knowledge and skills.**
 - Attend lectures and practices fire suppression techniques with various hand tools and fire equipment use and maintenance.
 - Learn and demonstrate the assemblage and operation of two-way radios, satellite telephones, Inreach and Global Positioning Systems.
 - Attend safety lectures, lectures, and practices first aid techniques.
 - Attend fire weather lectures and becomes familiar with fire weather instruments assemblage and use.
 - Completes annual or bi-annual training requirements such as S-131 Firefighter Training, Chainsaw, Hover Exit, First Aid and CPR re-certification requirements.
 - Complete training in the Incident Management and the Incident Command System
 - Undertake training related to assistance provided to forest resources or wildlife programs.



5. **In periods of low fire danger and risk, performs routine maintenance on departmental grounds, structures, and works on various special projects.**
 - Perform minor maintenance on buildings, grounds, fences, and mobile equipment.
 - Cut grass and brush around camps, towers, roadways, and stations.
 - Occasionally assists Renewable Resource Officers with duties as required.
 - Assist Environment and Natural Resources (ENR) staff with field studies.
 - Clean and wash a wide variety of equipment.
6. **Performs other duties as assigned.**
 - Mix fuel and oil products for pumps and chainsaws.
 - Takes weather observations for calculating fire hazards.
 - Complete smoke patrols and fire assessments.
 - Prepare fire maps.
 - Prepare fire reports and/or posts forest fire danger warnings.
 - Maintain a daily diary.
 - Maintain vehicle diaries.
 - Assist in infra-red scanning.
 - Assist in Wildfire and Forestry Education Programs.
 - Assist in hazard abatement.

WORKING CONDITIONS

Physical Demands

Strenuous physical effort while engaged in fire suppression is required over extended periods, including constructing fire guards, carrying fire hose, digging out ground fires, and doing maintenance work on grounds, buildings, and equipment.

Environmental Conditions

Fire suppression duties are typically carried out in an environment subject to intense smoke, heat, insects, and variable weather.

Sensory Demands

Duties require a high level of continuous attention under sometimes considerable stress to assess firefighting requirements, organizing, and directing firefighters and aircraft in the field.

Mental Demands

During busy fire periods, must react to changing situations. Long, continuous stretches on the



fire line can disrupt home routine and cause mental stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of fire control practices and policies.
- Demonstrated knowledge of weather and forest fire behavior.
- Demonstrated knowledge of fire line equipment and its use.
- English language fluency required for communications with air crews, Initial Attack Officers, Division Supervisors, etc.
- ICS-100.
- Able to complete training in WHMIS and TDG (ground).
- Able to complete training in Standard First Aid, CPR-C and AED.
- Able to complete mandatory HR training.
- Able to obtain a valid class 5 drivers licence.
- Able to obtain a valid passport.
- Valid Restricted Operator Certificate - Aeronautical (ROC-A)- License - - - (legal requirement for radio transmissions)
- Demonstrated competency in usage of GPS.
- Demonstrated competency in usage of issued safety devices such as InReach device and satellite phone.
- 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:

Recent Certification through S-131 Forest Fire Fighting Training and past experience in firefighting

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Passing an annual Firefighter Work Capacity Testing standard is a requirement of the position.

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

CERTIFICATION

Title:

Position Number:

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.