



Job Specification

Position Title: FIRE MANAGEMENT CLERK
Job Code: OPSEU - Office Administration 08, 08OAD
Job ID: 11758

Purpose of Position:

To provide customer service, financial, administrative and clerical support to the Fire Management Headquarters and Attack Bases. To provide group leadership to seasonal/summer staff. To provide customer service to internal and external clients.

Duties/Responsibilities:

1. Providing financial support by reconciling and processing invoices; inputting data, producing journal entries for proper coding, generating and reconciling general ledger reports for base and EFF budgets; preparing and submitting budget summaries and documentation (e.g. forecasting of fixed costs, recommending efficiencies) for work-plan and quarterly review processes; filing transaction listings and organizational unit balance reports; and preparing invoices for cost collections.
2. Preparing, completing and reviewing personnel and payroll documents related to unclassified staff (e.g. new hires, contract extensions, acting assignments, terminations, attendance and benefits). Ensuring accuracy and proper authorization, forwarding documents to Pay and Benefits unit for processing. Orienting new employees and/or conducting exit interviews, explaining benefit entitlements and working conditions.
3. Acting as the one window contact for unclassified staff to respond to general inquiries on personnel/payroll/benefit issues and verify information (e.g. liaising with HR Consultant or Pay and Benefits staff to obtain current interpretation and application of Acts, regulations, Collective Agreements, policies, procedures, guidelines and directives and to verify information such as seniority hours and attendance credit balances).
4. Providing administrative and clerical support by organizing and maintaining files for electronic and manual records/data (e.g. applications for employment, personnel fire history and qualifications, correspondence); receiving, checking, maintaining and forwarding WSIB accident reports; coordinating meetings (e.g. booking facilities, distributing agendas and information materials, preparing minutes); making travel and accommodation arrangements; distributing mail; ordering and purchasing office supplies; maintaining office equipment (e.g. photocopier, facsimile, printers, ensuring supplies are adequate and servicing is conducted); providing word processing support (e.g. composing routine correspondence on own initiative or from brief instructions, reports, presentations, graphics).
5. Providing group leadership to seasonal/summer staff (e.g. providing direction on administrative processes, assigning and scheduling work, monitoring and ensuring deadlines are met), providing input to selection process and performance reviews.
6. Providing radio coverage for the fire program and district field/aerial operations, recording aircraft location and position information in accordance with Flight Watch policies.
7. Performing fire line functions and support roles (e.g. radio operator, Accounts Officer, Administration Boss) at project fire base-camps, regional offices, Fire Management Headquarters and attack bases in Ontario and other jurisdictions (e.g. other Provinces, other countries) during the fire season.
8. Assisting other staff in providing client services.
Managers have the right to assign additional duties.
The incumbent shall work in compliance with the Occupational Health and Safety Act and its Regulations and any workplace practices as directed by the employer. The incumbent shall ensure that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policy, procedures or accepted workplace practices as may be appropriate. The incumbent shall advise workers of actual and potential dangers in the workplace and the required precautions.

Knowledge:

Job requires knowledge of financial process (e.g. W.P.P, revenue receiving, accounts payable processing)

to ensure proper receipt and payment of moneys related to fire suppression services by monitoring transactions and reviewing for correctness according to the Manual of Fire Financial Operations; assist fire manager with budget control and management by tracking and inputting data according to the Daily Expenditure Cost Reporting System and by monitoring financial reports ensuring proper expenditure codes are utilized and budget records are maintained and reporting any irregularities; provide direction regarding the procurement of goods/services for fire headquarters by communicating with vendors regarding procedures for supplying goods/services and processing of invoices; provide invoices to contractors, public, municipalities and forest industry for cost collection of fire suppression activities and equipment rentals.

Job requires knowledge of relevant sections of legislation, government/Ministry Human Resources/Pay and Benefits policies, procedures, directives and guidelines (e.g. Collective Agreements, Unclassified Staff Package and Human Resources Directives and Guidelines) to prepare personnel/payroll/benefits documents and respond to general inquiries on employee entitlements and working conditions.

Job requires knowledge of relevant sections of legislation, policies, procedures, and guidelines to respond to public and clients inquiries (e.g. open air burning, Restricted Fire Zones, FFPA); provide direction to seasonal staff by compiling information packages and reviewing at staff indoctrination sessions (e.g. accident/injury reporting, purchasing procedures); maintaining current records of current training and fire experience for staff in accordance with the Forest Fire Personnel Standards Manual; provide direction to fire and non-fire staff, EFF hires and contractors assigned to fire duty within the fire headquarters by training or confirming duties and responsibilities with individuals as per the Fire Control Notebook, and contract terms and conditions.

Job requires knowledge of personal computer operation and related software (e.g. fully programmable word-processing, spreadsheet, database, e-mail, Internet, Ministry financial and fire management systems applications) to input and retrieve data; creating/updating/reformatting/merging documents; and to provide training to seasonal staff.

Job requires knowledge of radio operations and equipment (selected and non-selected towers) to monitor and respond to routine and emergency radio transmissions (e.g. ground to ground, air to ground); group lead and train seasonal/summer staff (e.g. proper procedures); meet Federal radio communication standards and MNR procedures (e.g. flight watch, manifests, radio log records).

Job requires knowledge of client services practices, telephone operation and etiquette to provide effective reception services.

Job requires knowledge of office equipment operation (e.g. photocopier, facsimile, computer printers) to ensure efficient office operations (e.g. performing minor maintenance, maintaining adequate stock level of supplies, recommending equipment acquisition).

Job requires knowledge of filing systems to organize, maintain, and update program information and files (e.g. seasonal employee information, training experience and qualification records).

Job requires good working knowledge of the Occupational Health and Safety Act and those Regulations made under the act that applies to the workplace and the work being performed.

Staffing and Licensing Requirements:

Restricted Radiotelephone Operator`s Certificate

Skills:

Job requires analytical skills to analyze financial reports; support WPP and forecasting; monitor budget and to reconcile with fire program tracking systems; identify errors and initiate journal entries; reconcile invoices with contracts (e.g. category 2 crews, health services, base-camp services), agreements (e.g. municipal, forest industry, fire protection teams) and MNR documentation (e.g. time-boards, daily crew information sheets, response documentation).

Job requires problem solving skills to resolve outstanding accounts payable and accounts receivable and invoice discrepancy with vendors and clients (e.g. railways, municipalities, forest industry).

Job requires written communication skills to prepare letters, memoranda, and reports from brief instructions.

Job requires oral communication skills to make presentations, train seasonal/summer staff; explain benefit entitlement to unclassified staff, purchasing, payroll and financial processes, fire permit requirements to the public on acceptable burning periods and conditions; clearly and calmly communicate by radio in extreme fire and emergency situations (e.g. retrieving and providing precise information); greet and deal with clients and general public.

Job requires interpersonal skills to tactfully deal with staff, public, contractors and clients when providing

group leadership, information, direction and when responding to complaints.

Job requires priority setting, planning and coordinating skills to meet deadlines (e.g. hiring documents), identify priorities, determine and recommend office staffing and equipment levels based on established operational guidelines(e.g. increased fire activity requires another radio operator, another fax machine), to establishing time frames, and assigning work to support staff during normal and rapidly changing escalated fire situations; coordinating WPP, in-year review and submitting to Region within time frames; making arrangements for meetings and training sessions (e.g. making facility arrangements, copying materials).

Job requires group leadership skills to direct seasonal/summer staff (e.g. assigning and scheduling work, ensuring deadlines are met, monitoring and checking quality of completed work, reporting and recording on status of work in progress and completed, advising supervisor of problems and making recommendations, determining training requirements, providing input to selection and performance appraisals).

Job requires typing to Ministry standards.

Freedom of Action:

Job requires working within established Ministry policies, procedures and guidelines to monitor budget and accounts payable/receivable, provide radio watch, provide information to clients and the public.

Job requires preparing personnel/payroll documents and responding to general inquiries such as employee entitlements and working conditions in accordance with ministry and government policies, guidelines, directives and established practices.

Job requires identifying and rectifying errors in expenditures coding, invoices, daily flight reports, accident reports, and fire reports.

Job requires that matters of a contentious nature be referred to supervisor (e.g. poor performance of staff members, refusal by client to reimburse accounts receivable, contractor failure to meet terms and conditions of contract).

Job requires performing tasks with minimal direct supervision and works independently to establish work priorities within a rapidly changing fire emergency environment, recommending coverage during different levels of fire activity and resolve issues within established policies, procedures and directives.