



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Specification

Position Title: FIRE SERVICES SUPERVISOR
Job Code: MCP - Resources Technical TM-17, TRT17
Job ID: 17217

Purpose of Position:

As a member of the Fire Management Team, to supervise the provision of logistical services and support for the fire management program. To provide liaison services between Ontario Realty Corporation (ORC) and the Ministry of Natural Resources (MNR) for Fire Logistics Centre maintenance, warehousing, security, caretaking, administration, minor/major alterations. To ensure adherence to the Acts, policies and procedures with regard to financial, administrative and safety matters and ensure adequate provision and supervision of services staff. To act as Regional and/or Provincial Logistics Officer and ensure 7 day per week coverage of this function during the fire season, and act as Fire Duty Officer on a rotational basis or as required.

Duties/Responsibilities:

Preamble: The delivery of the Fire Management Program, specifically a fire control operation that properly responds to fire situations so that value loss is minimized, depends on a strong service organization that can provide the necessary plant, suppression equipment management, and clerical support services in the right place at the right time. Failure to properly manage these service and support functions will result in an inefficient and costly operation that will not meet the Resource Managers needs.

1. Supervises the delivery of the fire services and support program to ensure adherence to operations standards, budget, output commitments and performance measures. This includes Provincial Logistics Centre, fire suppression equipment management (inventory system, acquisition, warehousing), recycle and office services. Ensures equipment write-offs (loss, damage, theft, etc.) are accounted for and properly documented. Incumbent is responsible for approving write-offs of equipment. Ensures that a Fleet system is in place to cover vehicle acquisition, repair, maintenance and documentation as per Ministry standards, policies and procedures for Fire Services program and regional centres.
2. Supervises subordinate staff including selection, staff development and training, scheduling/assigning duties, monitoring quality/quantity of work performed, conducting performance appraisals, recommending/approving merit increases, approving vacations/time off, authoring overtime, administering discipline where appropriate, responding to Stage 1 grievances, attending and participating in Stage 2 and 3 hearings and approving GPC and travel expenses.
3. Assists in the Work Program Planning (WPP) function for the West Fire Region Fire Management Program and Provincial Fire Services Program (e.g. ensures consistency with Provincial and Regional WPP guidelines; provides technical advice to functional and area supervisors on proper completion of appropriate forms to ensure comprehensiveness and uniformity of display; summarizes and assists Fire Management Business Unit to consolidate overall work program for the Program Manager; ensure adequate clerical support to meet work plan deadlines).
4. Monitors Extra Fire Fighting (EFF) expenditure activity for area of responsibility [e.g. ensures proper authorization for expenditures; ensures adequate reporting and accountability system in place from fires to Aviation and Fire Management Centre; reports daily EFF expenditures by area of responsibility; prepares regular and interim reports for the Provincial Logistics Coordinator or Program Manager (approx. \$5.0 to \$10.0 million annually)].
5. Prepares operational plans and annual work plans for Provincial Logistics Centre building maintenance and equipment management (inventory, warehousing, retrieval). Assists in long range planning for service and support areas. Participates in the preparation of Regional procedures and guidelines for

equipment management, fire service teams, aviation fuel services, infrared services, etc.

6. Liaises with ORC and other agencies to ensure the provision of adequate site and plant maintenance, security services and the day-to-day operation of the Provincial Logistics Centre complex. Provides general direction to the Facilities Group Leader to initiate action on routine problems (e.g. climate control, temporary space requirements, etc.). Works with ORC in the design and construction of capital facilities/projects. May act as client representative during construction.

7. Provides lead management for Health and Safety issues for the Provincial Logistics Centre. Ensures that workers take precautions to protect the health and safety of themselves and others by complying with such acts, codes, policies, procedures or accepted workplace practices as may be appropriate. Advises workers of actual and potential dangers in the workplace and the required precautions. Works in compliance with the Occupational Health and Safety Act and its Regulations and any workplace practices as directed by the Employer. Participates as a member of the Joint Health & Safety Committee as assigned.

8. Acts as Regional Logistics Officer for scheduled 7 day coverage of this function during the fire season. May act as Fire Duty Officer on a rotational basis or as required.

9. Ensures adequate Supply Management for the Provincial Logistics Centre and field fire program in order to meet seven day/extended day coverage, emergency requirements and government policies and procedures. Provides general information to Fire Services Coordinator/Supply Management Specialist on consulting services, formulating tenders and major EFF expenditures. Provides guidance to Supply Management personnel involving special projects/requests (e.g. purchase of lightweight FFSE equipment, security on fires in remove areas, etc.).

10. Ensures adequate provision of general office services for the Provincial Logistics Centre (e.g. telephone, facsimile, photocopier, typing, filing, reception, stationery, switchboard, mail). Ensures adequate support is provided for payrolls, disbursements, petty cash, travel accounts, advance requests, etc. Provides supervision and guidance to the Fire Services clerical group. Liaises with the Human Resources Consultants and Health and Safety Specialists covering regional responsibilities.

11. Ensures that a field office EFF payroll system is in place at the Provincial Logistics Centre, including hiring, completing time checks, issuing pay cheques and completing payroll reports.

12. Ensures Ministry and Government initiatives and objectives are instituted and carried out (e.g. Occupational Health and Safety, WHMIS, WDHP, Freedom of Information, Resources Data Collection Standards, etc.).

13. Performs other related duties as assigned.

Knowledge:

Significant experience in, and a thorough understanding of fire control operations and fire control support functions. Good organizational and supervisory skills to ensure provision of necessary support (i.e. facilities, equipment, transportation) to fire control processes. Thorough understanding of MNR work program planning, budgeting and cost control processes. Excellent communication skills to ensure critical directions given during fire emergencies are clearly understood by staff. Working knowledge of supply management to provide advice on sensitive issues and monitor policies and procedures. Good negotiating skills. Sound knowledge of and ability to interpret and explain a wide range of Acts, manuals, policies and procedures (e.g. Collective Agreements, FFSE Management Manual, Expenditure and Financial guidelines, Regional Operations Plans, Unclassified Staff Package, Retail Sales Tax Act, Program Planning Manual). Good knowledge of office equipment to provide adequate office management support and communications network to regional centres. Ability to plan, organize, direct and coordinate human, financial and material resources in order to achieve a variety of program objectives and to supervise and develop staff. Knowledge of personal computers/software including word-processing, spreadsheets, database, internet, electronic mail and various corporate and fire specific applications (e.g. IMIS, MAIS, DFOSS, etc.). Good working knowledge of the Occupational Health and Safety Act and those regulations made under the Act that apply to the workplace. Valid Class "G" Drivers License.

Judgement:

Judgment is required to properly assess the needs of the fire operations organization to ensure that support functions are provided to the organization. Judgment is required to assess needs and alternatives within the service program to ensure funds are allocated and used properly, to determine the best course of action to correct over or under expenditures and ensure timely and accurate reports on funds expended and targets achieved by special projects with ORC. Judgment is required in ensuring adequate flying services for fire control transport in an efficient and cost effective manner. Judgment is required to ensure adequate preparedness and response to fire situations. Incumbent has access to the Provincial Logistics Coordinator for advice and direction on approval of overall support services program. Judgment is required when negotiating with staff and other program areas regarding performance,

suppression equipment needs and fuel support to other ministry areas. Judgment is required in making sound decisions affecting human life and other values while functioning as Regional Logistics Officer. Judgment is exercised in recruiting, hiring, training and counseling staff, both classified and unclassified.

Accountability - Programs:

Incumbent is responsible for the operational supervision and delivery of the fire services program in the Provincial Logistics Centre and provision of support to Regional and Provincial Fire Services programs.

Accountability - Personnel:

The incumbent directly supervises 5 classified and 9 seasonal staff responsible for service functions including clerical support, plant management, equipment control and FFSE maintenance, and Aviation Refueling Program.

Accountability - Finance & Material:

The incumbent is responsible for unit budget preparation, allocating and controlling funds and explaining variances. Responsible for ensuring the efficient use and control of assigned equipment [e.g. vehicles, Provincial Logistics Centre facilities, office equipment and forest fire suppression equipment (FFSE)]. The incumbent is also accountable for administering proper accounting control for expenditures, cash handling and receipts.

Accountability - Impact of Errors:

Improper provision of necessary service and support (e.g. suppression equipment) could result in reduced suppression activity, inadequate fire fighting equipment to service fires resulting in "escaped" fires and higher costs. Improper response as Logistics Officer may mean inadequate deployment of resources and escaped fires or loss of human life or higher dollar losses. Failure to provide sound control procedures can result in large over/under expenditures of funds, loss of goods, services and equipment. Errors in work planning preparation and submission could seriously affect future and present program budgets, resulting in curtailment of high priority projects, reduced service to the public and adverse publicity.

Contact - Internal:

The incumbent has frequent contact with Regional Fire Response Centre and Provincial Logistics Coordinator, District Administration Supervisor, Program Manager, ORC building managers, Health and Safety Specialists, Human Resources Consultants, Technical Committee peers and Fire Business Management Unit to exchange information, provide advice, obtain services and seek direction.

Contact - External:

The incumbent has regular contact with MTO, MOT, MOH and various outside agencies and suppliers.