



Job Specification

Position Title: FIRE SERVICES TECHNICIANS
Job Code: OPSEU - Resource Technician 3 G29 Salary Note, 41104g
Job ID: 33935

Purpose of Position:

To provide technical service, support, and preparedness to the West Fire Region, Fire Services Unit including the Logistics Officer function, Regional Warehouse, Specialized Equipment, Safety & Training. To provide customer service to internal and external clients.

Duties/Responsibilities:

Fulfilling the role of Regional Logistics Officer for the West Fire Region by authorizing resource orders received at the Regional Fire Centers. (i.e. equipment, parts, supplies, contract services including Fire Crews, potable water, GIS, Infra red, and fleet procurement), maintain resource order records and log book, arrange meals, transportation, accommodations, and facility security requirements.

2. Reviews equipment establishment levels and recommends resource allocations based on Fire Response requirements.
3. Provides tactical planning input and briefs Response Team and Service Section on Service related preparedness issues (i.e. equipment status, contract services, Aviation Fuel, and equipment retrieval requirements).
4. Liaising with Provincial, Regional and District Logistic Officers on resource deployments and equipment availability regionally, provincially, out of province and country.
5. Provide contract manager service co-ordination including activation, tracking, release and utilization for contract services in WFR. (i.e. Bell Mobility, Type 2 Fire Crew Services, GIS, Infra-red, potable water)
6. Compiling data and preparing technical reports outlining costs, effectiveness, utilization and options for the delivery of new and existing service and support methodologies and new technologies.
7. Delivering Service training and providing input and assistance in development of new training programs. (i.e. Logistics functions, Incident Management Teams, contract management)
8. Providing group leadership during escalated fire situations to support staff by assigning and monitoring daily work (i.e. facilities officer, contract manager, staff assistants).
9. Participating in project work and providing technical expertise to Fire Services Program areas (Safety, Warehousing, shipping and receiving, equipment maintenance and development etc.)
10. Performing fire response system functions commensurate with qualifications (i.e. Logistics Chief)

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 take the required precautions.

Knowledge:

Job requires knowledge of fire management principles and practices, (e.g. resource allocation, priority setting of fire/resources) service and support business rules to deliver a sound service and support strategy.

Job requires knowledge of fire management systems (e.g. response systems, fire information systems, resource tracking systems), principles and procedures of service and support in order to respond to escalated fire activity and other emergencies.

Job requires understanding of the principles of partnerships, agreements, and contract management to manage technical aspects of existing contracts and agreements.

Job requires knowledge of computer software applications, IMIS, PIMS, A/CIMS, Internet, Microsoft office to prepare correspondence, spreadsheets, summaries and reports

Job requires knowledge of the Incident Command System to function as Logistics Officer and fire related functions.

Job requires knowledge of transportation methods and systems (e.g., aircraft, transport truck/freight, bus) to coordinate and arrange for the transport of staff, equipment and/or goods and services ensuring availability, routing, scheduling and costing of transportation meets the needs of the fire program.

Job requires knowledge of Transportation of Dangerous Goods Act to ensure the goods are transported in compliance with legislation and safety requirements.

Job requires 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:

Valid Drivers License Class G.

Transportation of Dangerous Goods

Skills:

Job requires oral and written communications skills in order to deliver learning workshops, conduct briefings and debriefings, prepare reports, and produce correspondence for internal and external delivery.

Job requires analytical skills to provide timely and accurate reports on projects.

Job requires leadership and interpersonal skills, to work in a team environment and provide direction to staff in escalated fire situations (including acting as Incident command logistics chief, participating in command and control system operations and expanded regional service organization.)

Job requires computer skills that ensure the ability to manage equipment within FEMIS, research information on the internet, prepare correspondence and reports, and manage information in data bases.

Job requires organizational skills to prioritize assignments and ensure timely deployment of resources to meet emergency response.

Freedom of Action:

Job requires ensuring service and support preparedness levels meet the needs of the fire response system.

Job requires authorizing the purchase of goods and services up to amount of delegated authority.

Job has the authority to work within contractual agreements to ensure scheduling problems are dealt with and cost estimates are met.

Job refers to supervisor unusual or potentially contentious issues. (i.e. personnel capacity, service contract issues.)

Job is subject to review or monitoring of progress and results. Job involves considerable independent work with regard to managing priorities on a short term basis.