



Job Specification

Position Title: SEASONAL FIRE MANAGEMENT TECHNICIANS
Job Code: OPSEU - Resource Technician 3 G29 Salary Note, 41104h
Job ID: 32768

Purpose of Position:

To assist in the preparation for and delivery of forest fire response/suppression and support for other fire management/Ministry program activities. To provide monitoring of compliance with fire related policies, guidelines and legislation. To provide customer service to internal and external clients.

Duties/Responsibilities:

Job requires:

1. Assisting in the development of operational plans (e.g. Fire Operations Plan, prevention, facility, prescribed fire), standard operating procedures, and training materials by providing technical input; ensuring equipment is maintained, prepared, and in a state of readiness for field use and fire response; and assisting in the development of and delivering training required for fire emergency responses.
2. Providing fire response system functions during the fire season by leading/performing forest fire management activities to meet objectives associated with fire suppression initial attack (e.g. Incident Commander, Area Fire Boss), fire suppression sustained attack (e.g. Operations Chief, Division Supervisor, Logistics Chief), and fire response (e.g. Sector Response Officer, Aircraft Management Officer) in Ontario and other jurisdictions (e.g. other provinces or countries); and assisting in non-fire emergency response (e.g. floods).
3. Providing group leadership/direction to field staff (e.g. fire crews, pilots, and support staff) in fire and fire emergency response situations including planning, scheduling and assigning daily work, assessing performance and conduct (e.g. fire crews, crew training, contractor performance).
4. Monitoring compliance of resource users (e.g. forest industry, municipalities, contractors) with legislation, Ministry policies and guidelines (e.g. Forest Fire Prevention Act, Occupational Health and Safety Act, crew management manual); as a Fire Officer, by conducting field inspections, investigating, and documenting infractions and recommending action and/or providing evidence in court.
5. Developing/delivering presentations and liaising with staff, partners, contractors to increase awareness of fire management services and fire prevention/compliance. Providing technical input and support to internal and external clients (e.g. municipalities, districts, resource industry) by participating in various resource management activities (e.g. municipal planning, resource management plans).
6. Performing fire related activities (e.g. writing fire and incident/accident reports, inputting, extracting, and analyzing information from Fire Management Information Systems and Geographic Information Systems); operating and maintaining fire equipment (e.g. pumps, chainsaws, infrared, helitorch etc.); providing input into the Work Program Plan and monitoring expenditures.
7. Performing fieldwork in adverse weather and field conditions (e.g. smoke, heat, and insects) and working in remote locations for extended periods of time. Job requires extensive travel within Ontario, to other Provinces

and outside of Canada for long periods (according to 19-day guideline) by automobile and aircraft and frequent and extended absences from home and family.

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, policies, 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 forest fire fighting tactics (e.g. ground/air, direct/indirect attack), aerial operations (e.g. aircraft capability, utilization), fire behaviour (e.g. rates of spread, intensity), fire management principals (e.g. resource allocation, priority setting of fires/resources), and fire management functions (e.g. Sector Response Officer, Division Boss, Intelligence Boss) to deal with the current situation, anticipating changes and modifying plans accordingly.

Knowledge of acts, regulations, policies and procedures (e.g. Forest Fire Prevention Act, Fish and Wildlife Conservation Act, Fire Operations Plan) to provide technical advice, monitor compliance, investigate infractions, collect evidence and purchase services/equipment/supplies for fire management and resource management activities.

Knowledge of instructor training techniques (e.g. Adult Education) to develop and deliver training sessions and presentations to staff, partners and contractors.

Knowledge of computer software applications (e.g. databases, word processing, electronic mail, inter/intranet), Fire Management Information Systems and Geographic Information Systems to prepare correspondence, spreadsheets, fire reports, input and retrieve data.

Knowledge of the operation and maintenance of Forest Fire Suppression Equipment and related equipment (e.g. pumps, chain saws, radios) and specialty equipment (e.g. helitorch, infrared, foam injection unit) to meet forest fire suppression objectives (e.g. sustained attack, initial attack) and to provide input in the development of operations plans for equipment use.

Knowledge of work plan procedures to provide input (e.g. equipment costs) into the budget planning process for projects (e.g. prescribed burns, facility upgrades); ensure that project expenditures do not exceed approved budget allocation; provide daily cost summaries (e.g. overtime hours, aircraft flying hours) to manager when performing fire line function; purchase supplies, equipment and services in remote areas/temporary attack bases; ensure cost effectiveness is achieved through proper utilization of manpower, equipment, and aircraft (e.g. fire crews, bulldozers, water bombers, helicopters) in fire suppression operations.

Good working knowledge of the Occupational Health and Safety Act and those regulations made under the act that apply to the workplace and the work being performed.

Staffing and Licensing Requirements:

Valid Class "G" Drivers License.

Restricted Radio/Telephone Operator`s Certificate.

Initial Attack Fire Boss Course SP-300.

Skills:

Job requires:

Analytical and evaluation skills to formulate field plans (e.g. intelligence, suppression, service and support); to set initial attack and suppression priorities with assigned resource allocations (e.g. personnel, aircraft, equipment), by assessing relevant factors (e.g. weather indices, fire behaviour, values threatened) within a rapidly changing fire emergency environment and dealing with multiple/contentious fires to ensure safety of public, personnel and protection of resources (e.g. remove resources from fire-lines, evacuate tourism establishments).

Analytical skills to assess new equipment and technologies for operational use and to assess operations plans and procedures to determine requirements for changes and improvements; and to audit external training delivery agents to ensure provincial standards are met.

Written and oral communication skills to provide leadership to staff; prepare and deliver presentations/training; prepare reports, correspondence, update manuals and fire operations plans; conduct interviews (e.g. fire investigation, compliance); brief staff and clients; provide input into other

resource management plans; and to relay information and instructions clearly and calmly over the radio network during hectic/extreme fire situations.

Interpersonal skills when conveying fire line activities (e.g. an evacuation order or staff entrapment due to fire flare up), action plans (e.g. evacuation), program direction (e.g. prevention efforts) to various client groups (e.g. public, staff, partners, contractors) in a tactful and diplomatic manner.

Planning and coordinating skills to prepare and revise (e.g. under changing fire conditions) daily fire action plans (e.g. tactics for small/non-complex fires), and coordinate the deployment of assigned staff and equipment during normal and escalated fire situations to meet suppression objectives; modify daily/weekly work schedules (e.g. terms of work hours, work days, vacation periods) to accommodate changing fire conditions.

Planning skills to provide input into operational plans (e.g. fire operations, escalated fire, compliance, emergency response, prescribed burn and resource management plans) and to deliver fire training courses by scheduling and making logistical arrangements, evaluation of candidates for internal/external clients.

Coordinating skills to coordinate on site multi-agencies (e.g. municipalities, police) to provide an efficient, coordinated response to a fire.

Group leadership skills to assign daily work to personnel, monitor and check the quality of completed work, record and report on the status of work in process/completed, recommend and set hours of work; assess performance of assigned staff (e.g. crew leaders, service and support personnel) and advise manager of problems.

Freedom of Action:

Working in accordance with procedural controls of Ministry and government policies, manuals, guidelines, directives and established practices and procedures (e.g. Aviation Flood & Fire Management Policy Directives, Fire Operations Plan and Land Use Strategies).

Regular progress updates to supervisor to ensure targets are met and results acceptable (e.g. daily briefings).

Making operational decisions (e.g. resource requirements, attack strategy) that impact on the effectiveness of fire suppression, protection of lives, and property of clients and the safety of fire fighting personnel when performing fire line functions during escalated fire situations.

Referring contentious issues (e.g. escaped fires, accidents or incidents) and disciplinary problems to manager.