



## Fire Control Coordinator, Fire Fighter

Occupational Family/Code – General Operations - GFC, GFF

Profile created: 2003 02

Profile updated: 2006 10

Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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The **Forest Protection Officer** is responsible for forest protection and fire management activities within an assigned district. You are responsible for planning fire suppression activities (i.e. equipment maintenance, evacuation, and fire risks), overall fire suppression efforts in the district, and providing training on fire suppression techniques. This includes performing administrative functions related to fire suppression such as preparing fire reports and schedules, purchasing goods, and contracting for equipment to be used in fire fighting. Other activities include supervision of fire suppression staff.

The **Duty Officer** collects and interprets weather and indices, analyzes SFMS outputs and assesses resource needs and fire information on a regional basis. You will develop regional alerts, detection requirements and position personnel, aircraft and equipment to ensure preparedness objectives are met. You will provide support for sustained action fires. The Duty Officer ensures contracts, reports and information are complete, accurate and distributed to appropriate parties in a timely manner. Other duties include the supervision of support staff, ensuring records are maintained and archived. You must be able to prioritize resource deployment in multiple fire situations. The Duty Officer is responsible for analyzing regional fire data, identifying trends, preparing reports that include their recommendations. You will develop and delivery training modules, public presentations and communications related to prevention, education, and current fire conditions.

The **Fire Base Supervisor** is responsible for operational delivery of the forest protection area preparedness plan and to coordinate suppression activities. You will develop the area fire plan and provide advice and work closely with local governments, First Nations and industry regarding risk assessment/management and protection. You will provide leadership and direction to ministry fire staff, contractors, FSIN and Northern Works crews and emergency fire fighting personnel. The Fire Base Supervisor is responsible to authorize, issue and monitor burning permits ensuring permit holders are in compliance with legislation and will issues notices of violation where applicable. You will develop and deliver training modules to fireline personnel and develop and deliver public presentations to promote fire education and prevention. You will be responsible for over winter fires, review of forest harvesting plans to mitigate fire hazard and to develop prescribed fire plans. You will promote, develop and supervise wildland urban interface projects and conduct annual inspections of heavy equipment contracted to Saskatchewan Environment.



The **Fire Technician** provides leadership, direction and work performance feedback to emergency fire fighters, First Nations and Northern Works personnel and will supervise initial attack leaders, members and observer staff when required. You will be responsible for pre-suppression and fire suppression activities and will train and deliver fire programs including prevention and education and fire suppression tactics/techniques to emergency fire fighters, the public, FSIN/Northern Works and industry. You will be responsible for the administration and inspection of burning permits within the Forest Protection Area and to develop burning permit programs on First Nations reserves. Fire Technicians conduct field inspections to assess fire hazard and manage/mitigate risk. You must complete field inspections to assess the extent of forest disease and monitor salvage logging operations. Additional duties include inspection of heavy equipment, assigning contracts and negotiating equipment rental rates. You will prepare fire reports, identify and record monthly accomplishments, fire mapping and complete and maintain equipment inventories. Responsibilities will also include over winter fires, check scaling, forest operation compliance inspections, reviewing forest harvesting plans to mitigate fire hazard and the develop prescribed fire plans. This position is responsible for the promotion, development and supervision of wildland urban interface projects.

### **Chief Air Attack Officer**

The Chief Air Attack Officer manages and coordinates provincial air attack sections and supervises all Air Attack Officers and Loader positions. Typical work associated with supervision includes recruitment and selection of staff, employee orientation and training, establishing work schedules and resolve disputes. You will develop and administer training and evaluation program, develop performance-testing criteria, perform evaluation flights and determine competence. You will manage procurement activities for fire retardants and foam concentrates used in aerial suppression by determining tender specifications, preparing tender documents, reviewing bid submissions and making recommendation concerning the successful bid. Using analytical and planning skills, you will manage operation and maintenance of all tanker bases and develop guidelines and procedures. You will liaise with national agencies; prepare documents to address government concerns and respond to complaints made to the Minister's office. You will respond to public requests for information and prepare technical reports.

### **Air Attack Officer**

The Air Attack Officer directs fire bombing aircraft in aerial fire suppression activities by determining attack strategies, attack priorities and relaying bombing instructions to pilots. Using your expertise in fire management you will assess fire behavior and spread potential and relay this information to fire managers and ground crews. You will ensure proper airspace safety is maintained through use of correct procedures in the fire control zone and conduct post-mission debriefing sessions to analyze each operation for areas of improvement, or to identify problems. You will also instruct Initial Attack Crews on tanker activity as well as work on maintenance and construction projects. You will be required to perform administrative functions such as completing air tanker evaluation reports, attendance forms, expense claims and other routine forms. You will also write reports associated with tanker activities including incident reports, equipment evaluations and retardant/foam evaluation reports.



### **Fire Base Support**

The Fire Base Support maintains and updates the inventory of base and satellite fire cache equipment and fuels. You will perform equipment inventory checks, analysis, and reconciliation and write offs and instruct staff on the proper use and handling of equipment and fuels. The Fire Base Support will record the movement of equipment, fuels, food, etc. You will perform periodic testing of equipment and maintain and distribute base commissary. Performing as a radio operator you will relay clear and concise information to Emergency Fire Fighters on sustained fire situations and assist in scanning fires using infrared scanners. You will also be required to clean and maintain facilities.

### **Smokey**

This position assists in the delivery of the Forest Fire Pre-Suppression Program, acting as “Smokey Bear” for television, schools, public and other functions. This position will compile reports, and provide other administrative assistance. Extensive travel is required. When time permits, other assigned duties will be as relayed in the Initial Attack Member description.

### **Fire Coordinator**

The Fire Coordinator manages a fixed and variable fire budget, verifying and approving expenditures to ensure program needs for technical, communication and safety equipment are met. This position will ensure the worksite is fully operational by the start of fire season, the Fire Base and Industry Fire plans are completed and distributed and compliance with guidelines and policies. The Fire Coordinator gathers information and prepares responses for briefing notes. Other duties include the coordination of the First Nations/Northern Works contract fire fighter program and management of the Escaped Fire Program. You will conduct briefings, activate and coordinate escaped fire teams, maintain contact with teams, and ensure proper training is provided, maintaining certification on fire behavior. You will perform on-site inspections of fire camps, manage a fireproofing, fuels management, forest protection program, coordinate the community protection program and manage fire equipment program and safety program.

In this position you will also perform typical work associated with the supervision of staff such as: staffing actions and job specifications, interviewing, hiring, orientation, establishment of work schedules, resolve disputes, training, etc.

### **Initial Attack Crew Leader**

The Initial Attack Crew Leader plans, coordinates and implements pre-suppression activities. The position will be required to research, develop and update wildland fire management plans, prioritizing pre-suppression and suppression needs. Other duties include administrative functions related to fire suppression, First Nations Agreements and Northern Works Agreements as well as the coordination of public presentations. You will provide advice and work with local governments, municipalities, industry and First Nations groups on fire prevention policy and procedures, authorize, issue and monitor burning permits, check on compliance in regards to conditions of burning permits and investigate and issue Notice of Violations.

As the Crew Leader you will also perform typical duties associated with the supervision of staff such as: determining staffing actions and job specifications, competitions, interviews, hiring, orientation, establish work schedules, resolve disputes, training, etc.



### **Initial Attack Crew Member**

The Initial Attack Crew Member performs initial attack functions and fire suppression activities such as trenching, controlling burns, felling trees, pumping water and extinguishing fires. This position repairs and maintains firefighting equipment, provides fire-fighting instruction for Emergency Fire Fighters, First Nation crews and Northern Works crews, Emergency Fire Fighters, camp managers, etc. This position also cleans and maintains fire management facilities and works on sustained action fires assuming various roles such as looking after commissary, groceries, scanning,. The Initial Attack Crew member will participate in scheduled physical fitness and wellness programs.

**Working conditions can include working undefined hours and working in remote locations in inclement conditions. While responding to fires, you are often exposed to extreme heat and smoke. You may be required to be on call for extended periods and temporarily assigned to other locations in the province. In addition, a class 4 driver's license is required.**



## Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

### Acts/Regulations/ Legislation

- Knowledge of applicable federal and provincial legislation, regulations, policies, guidelines, agreements and programs. **(Bring/Learn)**
  - Knowledge of administrative and personnel related acts, policies, procedures, guidelines and collective agreements. **(Bring/Learn)**
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### Theories/Principles

- Knowledge of multi-cultural beliefs, values and perspectives with particular emphasis on Aboriginal culture. **(Bring/Learn)**
  - Knowledge of terminology, theories, principles of forestry, fire management, environment, ecological protection, sustainable development and the interrelationship between them. **(Bring/Learn)**
  - Knowledge of human resource management practices, including strategies to recruit, support and sustain a diverse workforce. **(Bring – Supervisors only/Learn)**
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### Technical

- Knowledge of wild land fire prevention, prescribed fire pre-suppression and suppression techniques, fire behaviour and its effect on the ecosystem. **(Bring/Learn)**
  - Knowledge of human resource, administrative and financial management principles and practices. **(Bring/Learn)**
  - Knowledge of aircraft types, capabilities and limitations. **(Bring/Learn)**
  - Knowledge of the Incident Command System. **(Bring/Learn)**
  - Knowledge of search and rescue, outdoor survival, First Aid and CPR techniques. **(Learn)**
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## Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/ developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

### Communication

- Ability to develop and facilitate presentations and training programs to inform the public, staff, stakeholders at a level appropriate to the audience. **(Bring/Learn)**

*Personal attributes which may link with this skill statement include: approachable, organized, adaptable...*

- Ability to verbally and in writing provide accurate information and compose clear, concise proposals and reports, accurately fill in forms and develop plans at a level appropriate to the recipient within tight deadlines. **(Bring)**

*Personal attributes which may link with this skill statement include: organized, focused, diplomatic...*

- Ability to independently plan, facilitate and lead public consultation processes in conjunction with other ministries, agencies, stakeholders and Aboriginal groups in the development and implementation of agreed upon strategies. **(Bring/Learn)**

*Personal attributes which may link with this skill include: confident, persuasive, adaptable...*

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### Leadership

- Ability to lead, coach, evaluate, and provide performance feedback to assigned staff and/or others according to the standards, objectives and mandate of the ministry. **(Bring)**

*Personal attributes which may link with this skill statement include: firm, persuasive, approachable...*



- Ability to recruit, assess and select qualified candidates, provide constructive feedback according to the Collective Agreement(s) and ministry and government policies and procedures. **(Learn)**

*Personal attributes which may link with this skill statement include: open-minded, flexible, realistic...*

- Ability to guide and coach a diverse group of employees, that results in a team that can meet its goals and objectives, while maintaining a healthy, productive, respectful and safe work environment that is free of discrimination. **(Bring – Supervisors only/Learn)**

*Personal attributes which may link with this skill statement include: flexible, open-minded, and courteous...*

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### Problem Solving

- Ability to anticipate, recognize, assess, mediate and resolve conflict and take timely actions to de-escalate crises/stressful situations. **(Bring)**

*Personal attributes which may link with this skill statement include: open-minded, persuasive, and courteous...*

- Ability to accurately identify issues, concerns or problems, consider various options and determine and implement an appropriate course of action. **(Bring)**

*Personal attributes which may link with this skill statement include: focused, open-minded, decisive...*

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### Interpersonal

- Ability to recognize, understand and accommodate cultural and gender differences in a sensitive and respectful manner. **(Bring/Learn)**

*Personal attributes which may link with this skill statement include: cross-culturally aware, adaptable, open-minded...*



- Ability to use tact and diplomacy when mediating and facilitating discussions with co-workers, stakeholders, media and the public and private sectors. **(Bring/Learn)**

*Personal attributes, which may link with this skill statement, include: open-minded, organized, consistent, decisive...*

- Ability to establish and maintain positive and professional work relationship with clients, communities and co-workers. **(Bring)**

*Personal attributes which may link with this skill statement include: adaptable, culturally sensitive/aware, understanding...*

- Ability to create an environment that recognizes, supports, respects and welcomes diversity of employees and clients. **(Bring – Supervisors only/Learn)**

*Personal attributes which may link with this skill statement include: adaptable, culturally sensitive/aware, understanding...*

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### Team/Independence

- Ability to work independently and as a team member with colleagues, agencies and others to meet program and client needs. **(Bring)**

*Personal attributes which may link with this statement include: organized, self-motivated, focused, creative...*

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### Organizational

- Ability to establish, assess, assign and adjust priorities in response to objectives and deadlines in both emergency situations and normal operations. **(Bring)**

*Personal attributes, which may link with this skill statement, include: adaptable, focused, organized...*

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### Analytical

- Ability to accurately assess and prioritize fire and emergency situations in a timely manner. **(Bring)**

*Personal attributes which may link with this skill statement include: accurate, independent...*





- Ability to promptly develop, implement and update safe, effective and cost efficient preparedness and/or suppression plans based on fire hazard, applicable fire management and forest protection policies and guidelines, and available resources. **(Bring)**

*Personal attributes which may link with this skill statement include: independent, proactive, innovative...*

- Ability to collect evidence, compile, identify, document and analyze information to accurately determine the cause of a fire, or track of government assets, equipment and funds and/or equipment under contract. **(Bring)**

*Personal attributes which may link with this skill statement include: focused, organized, creative...*

- Ability to anticipate, evaluate, plan and implement strategies to protect and preserve the values at risk. **(Bring)**

*Personal attributes which may link with this skill statement include: innovative, proactive, firm...*

- Ability to accurately estimate, forecast, authorize, verify and manage budget expenditures within allocations to meet program requirements. **(Bring/Learn)**

*Personal attributes which may link with this skill statement include: organized, adaptable...*

- Ability to accurately reference, interpret and appropriately apply (federal, provincial, municipal and local) legislation, policies, programs and agreements. **(Bring/learn)**

*Personal attributes which may link with this skill statement include: firm, independent, accountable...*

- Ability to correctly evaluate policies, guidelines and agreements to make recommendations and/or develop and suggest revised forest protection program delivery options. **(Learn)**

*Personal attributes which may link with this skill statement include: focused, innovative, persuasive...*



### Technical

- Ability to safely and proficiently operate, maintain and make minor emergency repairs to various equipment. **(Bring)**

*Personal attributes which may link with this skill statement include: independent, practical...*

- Ability to responsibly and safely use, store and maintain firearms for nuisance wildlife control in accordance with policy. **(Learn)**

*Personal attributes which may link with this skill statement include: accountable, organized...*

- Ability to input, edit, update, retrieve, maintain, format and transmit data, create and generate queries, reports and documents using word processing databases, spreadsheets accurately and in a timely manner. **(Bring)**

*Personal attributes which may link with this skill statement include: organized, independent, creative...*

- Ability to accurately analyze and interpret data using modeling software such as Prometheus and Spatial Fire Management Systems. **(Learn)**

*Personal attributes which may link with this skill statement include: accurate, independent, organized...*

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### Safety/Stress/Security

- Ability to independently, accurately and quickly recognize, evaluate and respond to multiple and extreme crisis/stressful/dangerous situations to ensure safety of self, others and protection of the values at risk, while maintaining composure. **(Bring)**

*Personal attributes which may link with this skill statement include: firm, proactive, focused...*

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## Personal Attributes

### (Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

### Personal attributes for the GFF and GFC positions include:

#### To Be...

- a team player
- organized
- calm/ level-headed
- accountable
- self-motivated/  
independent
- sensitive/ aware cross-  
cultural
- approachable
- innovative
- diplomatic
- focused
- a self-starter/ creative/  
initiative
- polite
- a leader
- adaptable/flexible
- persuasive/facilitative
- intuitive/ proactive
- firm/ decisive
- open-minded
- realistic/ practical
- courteous
- non-judgmental

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