

Job Description

Fire Crew Boss

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Fire Crew Boss is responsible for the management, administration and delivery of all forest fire programs and services.

SCOPE

(The way that the position contributes to and impacts on the organization)

Reporting to the General Manager, the Fire Crew Boss will oversee all forest fire operations. The Fire Crew Boss will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions comply with the relevant legislation, policies and procedures.

The Fire Crew Boss must supervise and lead fire crews of up to 10 crewmembers in an effective manner and ensure the level of morale is maintained. Forest fire fighting services are vital to the safety and health of the community and residents of the NWT. Failure to provide adequate services will jeopardize the safety of NWT residents. Incorrect fire decision or information can lead to excessive fire suppression costs and the loss of forests, property and possibly life.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Organize and supervise the fire crew

Main Activities

- Anticipate fire crew needs
- Anticipate equipment and supplies required
- Establish and maintain shift schedules
- Assess fire behavior and initiate attack methods on approach to fire situations
- Ensure proper fire suppression techniques are employed
- Participate as an overhead team member when required
- Ensure safety practiced at all times
- Liaise with the Bird Dog Officer to maintain safe and efficient action
- Establish and maintain radio contacts with appropriate fire center
- Provide advice on fire weather to crewmembers
- Maintain time and commissary records
- Monitor fire line practices
- Inspect equipment
- Evaluate the crew's performance
- Maintain order in camp
- Supervise camp clean up at abandonment

2. Maintain firefighting equipment

Main Activities

- Instruct crew on testing, maintenance and repair of fire fighting equipment
- Carry out preventative maintenance of power equipment
- Supervise the cleaning, repair and maintenance of equipment
- Pre-pack equipment and supplies and place marks of identification
- Identify faulty equipment

3. Train fire crews

Main Activities

- Assist instructors in the training of crew members and emergency fire fighters
- Participate in required training sessions
- Provides on the job training
- Evaluate crew members to identify training needs

4. Participate in the forest fire detection program

Main Activities

- Attend daily fire activity briefings
- Operate vehicles over designated patrol routes
- Make scheduled aircraft patrols as an observer
- Maintain radio communications with headquarters and base camp
- Keep records of completed patrols
- Maintain information concerning the condition of forest, weather, roads and water resources

5. Participate in the initial attack program

Main Activities

- Attend daily fire activity briefings
- Act as initial attack officer on loaded patrols
- Brief assigned crew members on assignments and alerts
- Ensure all assigned resources are in a state of readiness appropriate to the alerts established
- Act as Fire Boss on initial attack fires
- Manage satellite bases and resources in accordance with departmental policies and guidelines as directed by the Area duty officer

6. Perform administrative duties

Main Activities

- Take weather observations for calculating fire hazards
- Prepare wildfire reports and fire maps
- Post forest fire danger warnings
- Maintain a daily diary and vehicle diaries
- Promote fire and workplace safety

7. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ possess knowledge of fire control practices and policies
- ✓ possess knowledge of fire line equipment
- ✓ possess knowledge of forest fire behaviour
- ✓ possess knowledge of emergency response procedures
- ✓ possess Fire Boss level 1 and 2 Training
- ✓ knowledge of administration, budgets and human resource management

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ human resource management skills
- ✓ client service skills
- ✓ contract management skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ literacy skills including the ability to read manuals
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate the On Tap Program
- ✓ effective public relations and public speaking skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Fire Crew Boss would normally attain the required knowledge, skills and attitudes through completion of a minimum of Fire Boss II training combined with several years of fire suppression and pre-suppression experience.

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WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Fire Crew Boss has a physically strenuous and demanding job. He/she will have to fight fires and face life threatening situation. He/she will be stationed in camps for long periods of time. He/she will be lifting, pulling and managing heavy equipment and objects. The Fire Crew Boss will have to work in all weather, and must be prepared for both extreme heat and cold. As the Fire Crew Boss is handling potentially dangerous materials he/she must ensure that all activities are completed in a safe and efficient way to eliminate the possibility of contamination of themselves or others.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Fire Crew Boss must work outside in all different weather conditions including extreme cold and extreme heat. He/she will face the heat of fire and resulting smoke. He/she will have to stay in camps for long periods of time.

Sensory Demands

(The nature of demands on the incumbent's senses)

The Fire Crew Boss may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Fire Crew Boss must face possibly life-threatening situations and is responsible for the lives of crewmembers, which causes both mental and emotional stress at very high levels.

