



Notice of Competition for Labour Service Employees

Recallable X Non-Recallable

Branch/EcoRegion: Fire Management Forest
Protection, Operations

Number of Positions: One

Location: Cypress Hills Fire Base

Announcement Date: March 15, 2006

Competition Number: CHFEB-01-06

Closing Date: March 29, 2006

Union Position: YES X NO

Salary Rate: \$16.117-\$20.197

Position Title: Fire Base Admin Supervisor

Class Level and Occ Code: 05PDP

Headquarters: Cypress Hills Fire Base

Section Number:

Designated Employment Equity: YES NO X

Aboriginal Ancestry:

Persons with Disabilities:

Visible Minorities:

Women in non-Traditional Roles:

We are committed to workplace diversity and encourage interest from Aboriginal people; persons with disabilities; members of visible minority groups; and women seeking management and non-traditional roles. This position has been designated in accordance with the PSC/SGEU Collective Agreement's Employment Equity Program for qualified candidates who self-declare in writing (i.e. within a cover letter or résumé) that they belong to one of these groups. Other candidates will be considered if no qualified designated group members are found.

Particulars of Position:

You will provide a range of administrative support for Fire Base operations, provide clerical support to Forest Protection Officer, compile reports, receive fire reports and documents, answer inquires from the public, enter information into various computer programs, filing duties, operate office equipment including computers and fax machines. Must be willing to work shifts and weekends.

The successful applicant will be required to provide a criminal record check.

Candidates must clearly indicate in their covering letter or résumé where they have acquired their knowledge, skills and abilities. Selections of candidates to be interviewed will be made on the basis of this information.

You will have knowledge of:

Must have a strong working knowledge of computer applications including operating systems, spreadsheets, word processing and email. Experience and knowledge of accounting procedures and department policies and procedures would be an asset. Also familiarity with the internet and downloading information as well as general fire program knowledge would be preferable.

You will have the ability to:



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Accurately key in data, as well as the ability to concisely record, compose, format and edit various documents such as reports, tables and spreadsheets, summaries, letters and memos.

Must have the ability to work independently and as a team member to complete work assignments and contribute to a positive working environment.

You will be:

You will be capable of meeting constant deadlines under stressful conditions while adapting to changing circumstances, as well as organize and prioritize workloads.

Interested candidates should submit a cover letter and résumé quoting the competition number and any applicable to:

**W.E. (Bud) Sabean, Forest Protection Officer, Fire Management & Forest Protection
Sask. Environment, Cypress Hills Fire Base
P.O. Box 850, Maple Creek, Sask., S0N 1N0
Fax: (306) 662-5499
E-mail Address: bsabean@serm.gov.sk.ca**

We wish to thank all applicants for their interest in employment opportunities with Saskatchewan Environment however only those candidates who are selected for interview will receive written response to their application.

Competition Approved:

Steve Roberts

March 15, 2006

Curtis Lee

Branch Head

Date

Local Department Official

Disposition of Copies:

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PA