



# Notice of Competition for Labour Service Employees

Recallable  X  Non-Recallable

Branch/EcoRegion:  Fire Management & Forest Protection

Number of Positions:  2

Location:  La Ronge

Announcement Date:  April 3, 2006

Competition Number:  LRFC-04-06

Closing Date:  April 17, 2006

Union Position: YES  X  NO

Salary Rate:  \$14.080 - \$17.644

Position Title:  Fire Center Support

Class Level and Occ Code:  03 PDP

Headquarters:  La Ronge

Section Number:  20

Designated Employment Equity: YES  X  NO

Aboriginal Ancestry:  X

Persons with Disabilities:

Visible Minorities:

Women in non-Traditional Roles:  X

We are committed to workplace diversity and encourage interest from Aboriginal people 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

***The successful candidate shall be subject to a Criminal Record Check as a condition of employment.***

### Particulars of Position:

Will assist the Fire Center Duty Officer with the collection of fire weather indices, spot forecasts, daily fire reports, alerts, lightening maps, etc. for the development of the daily preparedness plan. Enter data into computer using various software programs and check for corrections. Compile monthly fire base progress reports as well as assist with sign-up of emergency fire fighter and crew export when required. Assist with maintaining fixed asset inventories and purchase supplies as required. Assist with shipping and receiving of fire suppression and supplies including proper documentation of movement transactions. Respond to inquiries from districts and branch regarding equipment/supply requests. Monitor bulk aviation fuel systems.

*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:

Fire suppression equipment types; transportation methods available with emphasis on fixed and rotary aircraft capabilities; office equipment including computers; computer programs such as Word Processing and Excel; fire management operations including purchasing procedures and mapping systems. Preference will be given to individuals possessing a certificate from SIAST or an equivalent, in Office Education or combination of education and experience. A back ground in Microsoft Access would be an asset.



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### You will have the ability to:

Communicate verbally and in written form to provide clear and accurate information, plot fire locations and transfer information between systems; to accurately compile, analyze and report data; work independently with minimum supervision and direction; work as a team player to build positive working relationships; organize and prioritize multiple tasks in a changing work environment.

### You will be:

A team player, self-starter, adaptable, accountable, organized and dependable.

**Interested candidates should submit a cover letter and résumé quoting the competition number and any applicable Employment Equity self declarations to:**

**Bob Bruce, Fire Center Duty Officer, FMFP  
Saskatchewan Environment  
Box 5000, La Ronge, SK S0J 1L0  
Fax: (306) 425-4625  
E-mail Address: BBruce@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 J. Roberts

March 31, 2006

Luana Caissy

Branch Head / EcoRegion Director

Date

Local Department Official

### Disposition of Copies:

    X     Local Notice Board

    X     Union Office

    X     Supervisor

    X     Executive Director

    X     NSS