



# Notice of Competition

Type of position (check one):

<p><b><u>Labour Service:</u></b></p> <p><input type="checkbox"/> Recallable – FTE amount: _____</p> <p><input checked="" type="checkbox"/> TERM – approx. end date: Dec 23/06</p>	<p><b><u>Perm Part Time / TERM</u></b></p> <p><input type="checkbox"/> Perm Part Time – FTE amount: _____</p> <p><input type="checkbox"/> TERM – approx. end date: _____</p>
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Competition Number: PAFC -06- 02

Branch: Forest Fire Management Branch

Location: Prince Albert

Work address: Nisbet Fire Center

Working Title: Fire Center Support

CRC Required: YES: \_\_X\_\_ NO: \_\_\_\_\_

Union Position: YES: \_\_X\_\_ NO: \_\_\_\_\_

Announcement Date: June 5, 2006

Closing Date: June 19, 2006

Number of Positions: One (1)

Salary Range: \$14.080 to \$17.654 per hour

Grade (level): 03

Job (occ code): PDP

Labour Service SGEU Section: 20

Saskatchewan Environment is committed to workplace diversity. This position is posted as:

designated for Employment Equity Group members only:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
simultaneous for both Equity & Non-Equity Group members:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
for the following Employment Equity Groups:				
Aboriginal Ancestry	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Persons with Disabilities	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Visible Minorities	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Woman in non-Traditional Role (applicable only if under-represented by 45%)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Qualified Employment Equity Group members must self-declare in writing (i.e. within a cover letter or résumé) that they belong to one of these groups and proof of declaration must be provided upon request.

**Particulars of Position:**

To assist the Senior Fire Manager, Fire Coordinator and the Fire Center Administration Supervisor by gathering and compiling fire area data for various reports and information tracking. This position will help support large fire activity by coordinating, purchasing and shipping fire equipment and supplies. This position will be required to answer phones and relay messages to other employees and managers in an effective and efficient manner. This position may be required to assist in the Fire Center Duty Office on occasion as required. The incumbent will use various computer software programs; check various documentation and invoices for corrections.

Position may be required to work varying hours based on fire activity.



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*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:** Various computer software programs such as Word Processing, E-mail, Excel; and use of basic office equipment.

Fire management operating procedures, basic fire equipment and fire terminology would be an asset.

**You will have the ability to:** Communicate verbally and in written form to provide clear and accurate information, accurately compile analyze and report information. Work independently with minimum of 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:**

Team player, self starter, respectful, adaptable, accountable organized and dependable

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

**Interested candidates should submit a cover letter, quoting the competition number, and résumé to:**

**T.R TOUET  
Fire Center Coordinator  
Prince Albert Fire Center  
Fire Management and Forest Protection Branch  
Highway #2 North  
Box 3003  
Prince Albert, Saskatchewan, S6V 6G1  
Fax (306) 953-3251  
E-mail: ttouet@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 an interview will be contacted.

Please visit the Saskatchewan Public Service Commission's Career Center website for other employment opportunities at: <http://www.gov.sk.ca/psc/careers/>.

Distribution:

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