



## Notice of Competition for Labour Service Employees

Recallable   X   Non-Recallable \_\_\_\_\_

Branch:   Fire Management & Forest Protection  

Number of Positions:   02  

Location:   Prince Albert Fire Center  

Announcement Date:   March 16, 2006  

Competition Number:   PAFC – 06 – 0 1  

Closing Date:   March 30, 2006  

Union Position:   YES  

Salary Rate:   \$ 14.080 to \$ 17.645  

Position Title:   Fire Center Support  

Class Level and Occ Code:   03 PDP  

Headquarters:   Prince Albert  

Section Number:   20  

Designated Employment Equity:   1 – Yes 1 - No  

Aboriginal Ancestry: \_\_\_\_\_

Persons with Disabilities:   X  

Visible Minorities: \_\_\_\_\_

Women in non-Traditional Roles: \_\_\_\_\_

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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.

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### Particulars of Position:

Will assist the Fire Center Duty Officer with the collection of fire weather indices, spot forecasts, daily fire reports, fire base preparedness plans, alerts, lightning maps, etc. for the development of the daily fire center area preparedness plan. Manage a Microsoft database, data entry into an aviation database. Use various computer software programs and check various documents for corrections. Compile monthly regional 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 Firebase areas, provincial fire center and general public regarding equipment/supply requests. May be required to perform fire dispatcher responsibilities at various times. Position could entail varying hours based on fire activities.

*Candidates must clearly indicate in their covering letter or resume' where they have acquired their knowledge and abilities. Selections for interviews will be made on the basis of this information.*

### You will have knowledge of:

A background in Microsoft Access would be an asset

Fire suppression equipment types; transportation methods available with emphasis on fixed and rotary aircraft capabilities; office equipment including computers; computer programs such as Microsoft Office; fire management operations including purchasing procedures, mapping systems.



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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:

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:**

**Lyle Prokopetz ; Fire Center Duty Officer  
Prince Albert Fire Center  
Fire Management & Forest Protection Branch  
Hwy. # 2 North  
P.O. Box 3003  
Prince Albert, Saskatchewan S6V 6G1  
Fax: (306) 953 - 3413**

**E-mail: Lprokopetz@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

Feb. 24/06

Brenda Best

Branch Head

Date

Local Department Official

### Disposition of Copies:

  x   Local Notice Board

  x   Union Office

  x   Supervisor

  x   Branch Head

  x   Human Resources