



Notice of Competition for Labour Service Employees

Recallable X Non-Recallable _____

Branch: Fire Management & Forest Protection

Number of Positions: 1

Location: Southend Fire Base

Announcement Date: March 14, 2006

Competition Number: SD-01-06

Closing Date: March 28, 2006

Union Position: YES X NO _____

Salary Rate: \$14.776 - \$17.977 per hour

Position Title: Fire Dispatcher

Class Level and Occ Code: Level 04 GRO

Headquarters: Southend Fire Base

Section Number: 20

Designated Employment Equity: YES X NO _____

Aboriginal Ancestry: X

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:

Provide radio communication to Department staff and air support while involved in the fire suppression activities. Transmits and receives messages to and from personnel in the field. Provide a flight watch for all aircraft working out of that fire base. Maintain a detailed written record of all radio and telephone communications (e.g. Location of aircraft, personal, requests for equipment, locations of fires, etc.) Broadcast daily alerts and weather indices to the area fire towers. You will be required to take a "Radio Telephone Operator's restricted Certificate Course". The work requires the candidate to operate and care for radio and telecommunications equipment. You will be required to work shift work and weekends. Candidates who currently possess a radio operator's certificate would be considered an asset in the selection process.

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:

Knowledge of: proper radio procedures; working knowledge of types of fixed wing and rotary wing aircraft used in fire suppression; working knowledge of fire fighting tools, techniques and terminology; general office practices and procedures relating to the handling of record keeping and telephone etiquette; computer applications including word processing software; latitude and longitude location identification for plotting purposes. Demonstrated ability to: provide written documents in a clear, neat and accurate format; be strong, clear and confident communicator; contribute to team effectiveness and morale; able to work for long periods of intense activity; work in a multi-cultural environment.



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You will be:

A self starter, adaptable, accountable and reliable; respectful, supportive and resourceful in order to work with a diverse work force.

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

**Wes Boehr, Forest Protection Officer, FMFPB
Saskatchewan Environment
General Delivery, Southend, SK S0J 2L0
Fax: (306) 758-6250
E-mail Address: wboehr@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 13, 2006 | Luana Caissy |
| Executive Director | Date | Local Department Official |

Disposition of Copies:

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