



# Notice of Competition

Type of position (check one):

<p><b><u>Labour Service:</u></b></p> <p><input checked="" type="checkbox"/> Recallable – FTE amount: <b>0.46 FTE</b></p> <p><input type="checkbox"/> TERM – approx. end date: _____</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: NAO -14-06

Branch: FMFP – Aviation Operations

Location: La Ronge

Work address: La Ronge & Meadow Lake Tanker Base

Working Title: Flight Watch Coordinator

CRC Required: YES:   x   NO:       

Union Position: YES:   x   NO:       

Announcement Date: November 23, 2006

Closing Date: December 07, 2006

Number of Positions: 1

Salary Range: \$15.312 to \$19.188 per hour

Grade (level): 04

Job (occ code): GRO

Labour Service SGEU Section: 25

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

designated for Employment Equity Group members only: YES  NO

simultaneous for both Equity & Non-Equity Group members: YES  NO

for the following Employment Equity Groups:

Aboriginal Ancestry YES  NO

Persons with Disabilities YES  NO

Visible Minorities YES  NO

Woman in non-Traditional Role (applicable only if under-represented by 45%) YES  NO

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:

Aviation Operations requires a Flight Watch Coordinator (FWC) for the La Ronge, Meadow Lake and other Tanker Bases. As Flight Watch Coordinator you shall be responsible for flight following, dispatching, record keeping and a variety of associated duties. This position works a 10 days on, 5 days off modified work schedule. In addition to working in, La Ronge and Meadow Lake you will be expected to travel to other bases, via ground or air transportation, to provide FWC as needed, for extensive periods of time.

*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.*



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## **To qualify you must possess:**

- A Restricted Radio Operator's Certificate
- A valid Saskatchewan driver's license
- Have a minimum of one fire season experience as Flight Watch Co-ordinator

## **You will have knowledge of:**

- Proper radio procedures
- Flight crew limitations and their application to dispatch
- General office practices and procedures relating to the handling of record keeping and telephone etiquette
- Computer applications including word processing software

## **You will have the ability to:**

Independently exercise operational control of a tanker base in regards to:

- posting aircraft alerts
- dispatching and tracking aircraft as requested
- receiving and relaying fire information
- set up and maintain record filing system
- collect and record operational information as required
- ensure tanker base material, from meals to tanker base retardant, is ordered when required and requested
- be a strong and confident communicator
- able to work for long periods of intense activity
- contribute to team effectiveness and morale
- work in a multi cultural environment
- fly in small aircraft

## **You will be:**

- A self starter
- Adaptable, accountable and reliable
- Respective and supportive
- Able to supply a Certified Criminal Record Check



Saskatchewan  
Environment

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

**Bob Stallard, Chief Pilot**  
**SK Environment, FMFP, Aviation Operations**  
**Box 5000, La Ronge, SK S0J 1L0**  
**Fax: (306) 425-4538**  
**E-mail Address: [Bstallard@serm.gov.sk.ca](mailto:Bstallard@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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