



# Notice of Competition for Labour Service Employees

This position is subject to a Labour Service Review

**START DATE: June 2006**

“ReAdvertise”

**Branch:** Fire Management & Forest Protection Branch

**Location:** Prince Albert

**Competition Number:** FMFP-06-06

**Union Position:** YES  NO

**Position Title:** Provincial Training Officer

**Headquarters:** Provincial Fire Center, Prince Albert

**Number of Positions:** 1 (one)

**Announcement Date:** May 3, 2006

**Closing Date:** May 17, 2006

**Salary Rate:** \$18.800 - \$23.558/hour

**Class Level and Occ Code:** Level 7 CAE

**Section Number:** 20

**Designated Employment Equity:** YES  NO

**Aboriginal Ancestry:** X

**Persons with Disabilities:** X

**Visible Minorities:** X

**Women in non-Traditional Roles:** X

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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:

Saskatchewan Environment requires a energetic team player with excellent communications skills to assist in the design, development and delivery of a quality provincial training curriculum. In this position you will be responsible for instructional design and development of course content including instructor and student learning materials, creation of course (multimedia) presentations as well as preparing supplemental training and assessment materials for a diverse range of wildland fire related training programs. Working under minimum supervision you will also provide for the instructional delivery of various training courses to a diverse group of adult learners across the province. You will be able to handle inquiries related to training, scheduling of classes, coordination of training logistics, completion of required training documentation, conducting tests and performance assessments and providing for student & instructor feedback. You will work with a range of training partners and agencies ensuring off-site support for training to Fire Teams so that training goals and provincial training standards are met. You will maintain partnerships with program field team members and others to coordinate, audit and constructively critique Fire Management and Forest Protection training courses. You will provide support to Fire Program supervisors, field staff and individuals to jointly identify and meet training and development needs.

The position will be required to travel to fire centers and fire camps, often in remote locations. The successful candidate will be subject to a criminal record check as a condition of employment.

*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:

- adult learning principles and techniques
- instructional design and course development processes
- instructional preparation, delivery and assessment techniques that are effective with a diverse range of adult learners



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- computer software applications including the Microsoft Office suite, internet, e-mail, and the operation and use of multimedia presentation equipment and software

In addition this position requires background knowledge of wildland fire operations including; wildland fire organization and structure, communication systems, wildland fire strategies and tactics, use and application of wildland firefighting equipment, principles and techniques of wildland fire preparedness and planning, Occupational Health and Safety and wildland fire safety requirements and practices, and the principles of wildland fire behaviour.

Typically this knowledge would be gained through the successful completion of a diploma or certificate in the natural resource management fields of Renewable Resource Technology, Integrated Resource Management, Forest Ecosystem Technology program and / or an Adult Education Diploma program, with related wildland firefighting experience and prior experience in development and/or delivery of training or adult education.

**You will have the ability to:**

You will have the ability to work with a diverse range of individuals in cross-cultural settings remaining focused, flexible and respectful in training coordination and delivery. You will coach and assess students to reach training goals and objectives while maintaining a positive and productive learning environment. You will have the ability to work long hours under demanding and tight deadlines and will be required to travel and spend extended time periods of time away from your home location when providing training to field staff. You will possess and maintain a valid Class 5 Saskatchewan Driver's License.

**You will be:**

You will be a creative, self-starting, well-organized, highly motivated and intuitive individual who can work either independently or as a team leader / member to achieve established work goals and objectives. You will be trustworthy, hard working and goal orientated. You will be a confident, and effective communicator with excellent written and verbal communications skills. You will also be positive, thorough and attentive to safety and to detail to ensure that quality training curriculum and delivery goals are achieved.

**Glen Longpre, Manager, Fire Management and Forest Protection Branch**  
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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:

Steven Roberts	March 10, 2006	Debra Despins
Executive Director	Date	Local Department Official

Disposition of Copies:

X	Local Notice Board	X	Union Office	X	Supervisor
X	Executive Director				