



Status: Exempt

Reports To: General Manager

Location: Leduc, Alberta

JOB SUMMARY

This leadership and management position is primarily administrative including logistics, planning, and coordination in nature (primary mission 85%) that provides leadership, training, supply/resource management. This position ensures a positive and professional culture must be sustained and ensure all employees live up to the Wildfire Defence Systems' (WDS) performance standards of Safety, Mission, and People.

Secondary duties include being responsible for the safe coordination of WDS resources with Incident Management Teams (IMT) and Incident Command Teams (ICT) while relaying information to the WDS Fire Watch Office and/or the assigned Insurance Response Commander (IRC).

During periods of significant wildfire activity, you may deploy to an Incident Command Post (ICP) to serve as the senior WDS representative to the Incident Commander's staff and if necessary, provide incident management guidance for WDS and Alliance resources.

This position works directly for the General Manager during normal operating hours. When assigned to an incident you will fill a position within the WDS incident management chain of command.

Business Administration and Management (Primary Mission 85%): This position is the first level of Field Services Division management responsible for the administration of WDS business. The administrative duties include the management of business operations and decision making, the efficient organization of resources to direct activities toward established WDS goals and objectives. The Employee is responsible for ensuring daily administrative tasks are completed in a timely fashion.

JOB REQUIREMENTS & QUALIFICATIONS

- Experience managing a fire program or a combination of accredited education, experience, and success in a leadership/mgmt role in a complex resource management environment.
- Proven experience applying principles of the Incident Command System (ICS) consistent with the National Incident Management System (NIMS).
- Verifiable experience and/or qualifications in the incident management environment preferably at the Taskforce leader or above.
- Must possess a comprehensive set of knowledge, skills, and abilities that ensure the ability to competently achieve success related to all the requirements and responsibilities described above.
- A minimum of five years with progressively increasing responsibility operating within a complex business or an incident response arena.
- Leadership experience utilizing people skills, judgment, and inspiration to foster a positive, productive, and professional work environment.
- Prior experience applying and demonstrating management and organizational skills, problem solving, and guiding changing priorities.
- Strong understanding of the English language and vocabulary to efficiently articulate and communicate complex ideas and instructions through both written and verbal interactions.
- Demonstrated experience understanding and implementing a culture of safety as the highest



priority.

- Strong computers skills, Microsoft 365.

SUPERVISORY RESPONSIBILITIES

- This position supervises others.

JOB DUTIES

I. Incident Specific Duties

- Serve as an Incident Insurance Resource Commander (IRC), when qualified. Oversee/guide all on site WDS staff activities and be the WDS point of contact for the Incident Commander's staff.
- Communicate WDS business mission to the Incident Commander and their staff.
- Develop mission strategies while engaging with the IMT and Fire Watch Office.
- Be an active participant in the incident planning process.

II. Manage Risk

- Effectively implement the Risk Management Process as stated in WDS policy.
- Hold formal briefings with onsite staff on risk mitigation strategies.
- Account for location, health, safety, and welfare of assigned personnel.

III. Tour of Duty

- Full Time / 12-month position with variable time off in offseason to offset peak duty requirements.

IV. Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - RCC/Office (85%): While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
 - Field (15%): The position may lift objects up to 45 pounds, walk, and stand for lengthy periods of time under adverse field conditions. The employee may lift, push, pull, or carry objects; use abdominal and lower back muscles to provide support over time with minimal fatigue; and effectively jump, sprint, or throw objects. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. The position requires the ability to quickly move arms and legs. The employee must have good to excellent stamina.

SALARY RANGE

- 115,600 to 122,400 CAD\$ Annually.

EMPLOYEE BENEFITS

- Comprehensive Benefits Package Including Health Care, Dental, Vision, Life Insurance, Accidental Death & Dismemberment Insurance, Short-Term and Long-Term Disability



Business Operations & Battalion Supervisor

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Effective Date: 5/20/2025

- Telemedicine
- Employee Assistance Program
- Paid Time Off
- 9-Paid Company Holiday

This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts WDS Canada rights to assign or reassign duties and responsibilities to this job at any time.

Under Canadian regulations, commercial motor vehicle drivers operating across provincial or international borders must meet the licensing requirements set forth by their respective province or territory. While the general minimum age for commercial driving within Canada is 18, applicants for this position must be at least 21 years of age to be considered for extra-provincial or international operations, in alignment with industry standards and safety regulations. Employees need to have or be able to obtain a Class IV Drivers License and an Air Brake Endorsement. The class of license will be required to drive vehicles of our size and the air brake endorsement will be required for out tenders/type 4 engines with air brakes.

Wildfire Defence Systems Canada Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by The Canadian Human Rights Act, federal, provincial, or local laws. We encourage applications from members of underrepresented communities, including Indigenous Peoples, persons with disabilities, and visible minorities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Applicants with disabilities can request accessible formats, communication supports, or other accessibility assistance by contacting peopleoperations@wildfire-defense.com.

Employee:

Print: _____

Date: _____

Signature: _____

Supervisor:

Print: _____

Date: _____

Signature: _____

Department Head or Executive:

Print: _____

Date: _____

Signature: _____