



IDENTIFICATION

Department	Position Title	
Infrastructure	Fire Chief	
Position Number	Community	Division/Region
33-7778	Yellowknife	North Slave

PURPOSE OF THE POSITION

The Fire Chief is responsible for developing, implementing and managing programs and resources of the Yellowknife Airport Rescue and Firefighting Department in accordance with Transport Canada (TC) Canadian Aviation Regulations (CARs) to ensure overall performance and regulatory compliance.

SCOPE

The Yellowknife Airport (YZF) is located in Yellowknife and is the central hub for the Northwest Territories (NWT) airport system. The airport supports commercial, corporate, and general aviation industries. It handles 58,000 flights per year and more than 550,000 passengers through regularly scheduled air services to destinations in southern Canada, provided by various commercial carriers and regularly scheduled air services to destinations within the NWT provided by a variety of commercial air carriers.

Located in Yellowknife and reporting to the Manager, Safety and Security, the Fire Chief manages the resources of the Yellowknife Airport Rescue and Firefighting Department and provides leadership and direction to professional Firefighters, ensuring the compliance of all Canadian Aviation Regulations (CARs) requirements and Government of the Northwest Territories (GNWT) policies. The Fire Chief is responsible for maintaining a response ready, regulatory compliant, safety-oriented department of professional emergency responders and resources.

The principal objective of providing an aircraft fire-fighting service is to save lives in the event of an aircraft emergency on the airport or aerodrome, the Yellowknife Airport Rescue and Firefighting Department is a contingent resource tasked with the primary responsibility of ensuring a fire free egress route for the evacuation of passengers and crew following an aircraft accident. This standard is not intended to limit the fire-fighting service from providing services



in addition to that of aircraft firefighting at the airport or aerodrome, nor to prevent it from dealing with other occurrences.

The Fire Chief collaborates and works with multiple government and non-government agencies including the City of Yellowknife, territorial, federal, national and international organizations) in emergency planning and preparedness as well as non-emergency training exercises.

The Fire Chief is considered the second level of supervision in the fire rescue service and provides direct leadership to the Shift Supervisor Firefighters and indirect and direct leadership to Firefighters as applicable.

The Fire Chief's scope of work includes specializing in emergency and non-emergency operations as related to Aircraft Rescue and Firefighting, as well as the following:

- Managing professional Fire Captains and Firefighters and consistently assesses their performance.
- Providing positive discipline (reinforcing positive performance) and actions discipline when required.
- Assuring compliance with the TC CARs Certification requirements.
- Operates specialized Crash Fire Rescue (CFR) vehicles and technical rescue equipment at emergency scenes.
- Responding to a variety of emergency situations (including but not limited to Aircraft, Medical, Hazardous Materials, Dangerous Goods, Fuel Spill, Escorting Emergency Services partners).
- Operating a variety of fire suppression and rescue equipment.
- Proper use and application of specialty protective clothing.
- Assuming the Incident Command or On Scene Controller (OSC) role at emergency scenes.
- Leading fire crew response and responding mutual aid partners at emergency scenes.

RESPONSIBILITIES

1. Leads a department of professional Firefighters and specialized firefighting equipment in compliance with TC Regulations, Airport Emergency Plan (AEP) and Standard Operating Guidelines (SOG's) in life threatening and non-life threatening emergency response incidents (including but not limited to Aircraft, Medical, Hazardous Materials, Dangerous Goods, Fuel Spill, escorting Emergency Services partners) with the overall objective of saving life, property and protecting the environment.

- Assumes full command of operations at the scene.
- Determines the strategies and tactics of specialized firefighting equipment and personnel at the scene of an airside emergency or structural fire.



- Assigns firefighting, rescue and medical duties to Firefighters and additional emergency responders to save lives, property and protect the environment.
- Measures the performance of personnel and effectiveness of determined action plan as it relates to the mitigation of the incident and adjusts as required.
- Advises Emergency Operations Center (EOC), OSC and mutual aid partners that incident scene is safe and clear.
- Completes investigations of incidents.
- Chairs a Post Incident Analysis Committee of the emergency incident.
- Ensures the compilation, completion and distribution of all regulatory reports and documentation within the appropriate GNWT and TC databases as required.

2. Develops, implements and manages of all aspects of the training and certification programs as required in CARs (343.14 and 323.14 Training of Personnel). This includes the continuous reviews, evaluations and amendments of job training according to the required established training syllabus outlined below to ensure staff certification in all aspects of the CARs.

- Ensures staff are certified in all aspects of the CARs:
 - CFR vehicles and equipment
 - Emergency communication system including fire alarms
 - Firefighting Personnel Safety
 - Fire Behavior
 - Extinguishing Agents
 - Portable Fire Extinguishers
 - Fire Hoses, Nozzles, Turrets, and Other Appliances Available for Fire Fighting
 - Fire-fighting Operations
 - Emergency Aircraft Evacuation Assistance
 - Aircraft Cargo Hazards
 - Live-Fire Training
 - First Aid
 - Familiarization with the airport(s) or aerodrome(s) where the Firefighter will be carrying out fire-fighting duties
 - Familiarization with the types of aircraft regularly operating at the airport or aerodrome where the Firefighter will be carrying out firefighting duties
 - Familiarization with firefighting duties under the Aerodrome Emergency Response Plan for the airport or aerodrome where the Firefighter will be carrying out firefighting duties
- Ensures that required training documents are completed correctly and accurately in accordance with CARs and department Standard Operating Guidelines (SOG's).

3. Accountable for the development, procurement, implementation and management of programs to ensure the certification of all personnel in the handling of a wide



variety of specialized tools and appliances used to perform specialized operational techniques in the suppression of fires and rescue of people with the objective of preserving lives and property.

- Ensures that each Firefighter is trained and certified in the safe use and handling of the multiple Crash Fire Rescue apparatus, including the Oshkosh Striker with Advanced Fire Suppression Systems.
- Ensures that each Firefighter is trained and certified in the safe use, handling and maintenance of the Draeger Self-Contained Breathing Apparatus (SCBA).
- Ensures that each Firefighter is trained in the safe use and handling of, but not limited to:
 - Hydraulic spreaders and shears ('Jaws of Life')
 - Hydraulic rams
 - Cut-off saws
 - Chainsaws
 - Power generating and lighting systems
 - Multi-Casualty Incident Response trailer
 - Hazardous materials spill kit trailer
 - Drafting systems
 - Portable fire extinguishers (including large-wheeled extinguishers)
 - Foam eductors
 - Ladders
 - Ropes and knots
 - Radio and communication equipment
 - Pneumatic hand tools
 - Multitude of hand tools (shovels, brooms, pike poles, rakes, axes, sledge hammers, bolt cutters, etc.)
- Ensures that required training documents are completed correctly and accurately in accordance with CARs and department SOG's.

4. Develops, procures, implements and manages programs to ensure the routine maintenance and evaluation of all specialty tools, specialty appliances, specialty equipment and CFR vehicles are scheduled, completed and documented as required.

- Daily inspection and maintenance of:
 - CFR Vehicles
 - Wildlife Mitigation Devices inspection
 - Physical fitness equipment
 - SCBA
 - Fuel Supply, Storage and Delivery systems
- Weekly Inspection and Maintenance of:
 - Crash alarm (Emergency Alerting System)



- Fire hydrants
 - Wheeled extinguishers
 - Communication systems (radios)
- Monthly Inspection and Maintenance of:
 - AED's (Automated External Defibrillator)
 - First Aid kits
 - Eye wash stations
 - Hydraulic spreaders and shears ('Jaws of Life')
 - Defibrillator
 - Hydraulic rams
 - Cut-off saws
 - Chainsaws
 - Power generating and lighting systems
 - Multi-Casualty Incident Response trailer
 - Hazardous Materials Spill kit Trailer
 - Drafting systems
 - Portable fire extinguishers (including large-wheeled extinguishers)
 - Foam eductors
 - Ladders
 - Ropes and knots
 - Radio and communication equipment
 - Pneumatic hand tools
 - Multitude of hand tools (shovels, brooms, pike poles, rakes, axes, sledge hammers, bolt cutters, etc.)
- Annual inspection and maintenance of:
 - Apparatus CARs certification
 - Discharge testing
 - Foam testing
 - Dry-chem testing
 - Response time testing
 - Hose testing
- Ensures that required documentation is completed correctly and accurately in accordance with CARs and department SOG's.

5. In collaboration with the Airport Manager, Manager of Safety and Security, and Manager of Operations and Maintenance, evaluates, promotes and manages Firefighters to ensure understanding and active participation of the Airport Security Program (ASP), Apron Management and Safety Plan (AMSP) and Airside Vehicle Operators Permit (AVOP).

- Maintains a security presence on the Main Apron and airside security access points.
- Ensures that persons with access to the Restricted Areas have the appropriate



authority in accordance with the TC security regulations.

- When required, maintains a security presence in the Air Terminal Building, the Combined Services Building and the Aerodrome.
- When required, enforces the ASP, the AMSP and the AVOP program.
- Ensures that all General Aviation (GA) parking is documented and submitted to the appropriate department for billing purposes.
- Conducts investigations in accordance with the ASP and the AMSP.
- Delegates the testing of AVOP students by subordinates to ensure compliance of the AVOP program.
- Delegates escorting duties as required to ensure compliance with TC security regulations and the AVOP program.
- Ensures that required documentation is completed correctly and accurately in accordance with TC, CARs and department SOG's.

6. Responsible for the development, implementation, review and management of fire and life safety education programs. These programs are available and utilized by GNWT departments, airport partners, military, schools and outside agencies, and include but not limited to:

- Specialized fire courses
- Site orientations with international, national, federal, territorial, city, governments and non –government agencies, contractors, schools
- AVOP
- Restricted Operator Certificate – Aeronautical (ROC-A)
- First Aid training
- Fire extinguisher training
- Firearms safety training
- Ensures that required documentation is completed correctly and accurately in accordance with CARs and department SOG's

7. Responsible for the development, implementation and management of all aspects of the health and safety requirements of the North Slave Regional Training Facility (as regulated by the NWT Workers' Safety and Compensation Commission (WSCC) and the Transport Canada Labour Code Part II). This generally includes, but is not limited to:

- Ensuring completion of the evaluation and condition of the North Slave Regional Training Facility.
- Managing identified safety concerns.
- Managing identified deficiencies reported.
- Developing, implementing and managing identified maintenance schedule.



- Developing, implementing and managing identified cleanliness concerns of the North Slave Regional Training Facility.
 - Developing, implementing and managing future planning considerations of the North Slave Regional Training Facility.
 - Developing, implementing and managing the scheduling of outside user groups of the North Slave Regional Training Facility.
 - Ensuring that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOG's.
- 8. In co-ordination with the Manager of Community Airports, assists in the evaluation and critique of the North Slave Regional Airports manuals for operational effectiveness and application based on TC regulatory compliance, and ensures that all subordinate staff have reviewed, understand and signed-off acknowledging their roles and responsibilities as detailed within the required manuals. These manuals include, but are not limited to the following:**
- Airport Emergency Plans (AEP)
 - Airport Wildlife Management Plans (AWMP)
 - Foreign Object Debris (FOD)
 - Reduced Visibility Operational Plan (RVOP)
 - Yellowknife Airport Fire Department Standing Operating Guidelines (SOG's)
 - CARs Training Syllabus
 - AVOP
 - Winter Maintenance Plan (WMP)
 - Safety Management Systems Manual (SMS)
 - Apron Management and Safety Plan
 - Airport Security Program
 - Responsible to ensure that required documentation sign-offs are completed correctly and accurately in accordance with TC, CARs and department SOG's.
- 9. Yellowknife Airport is responsible for the operation, maintenance and safety of four (4) North Slave community airports, including Gamètì, Whatì, Wekweètì and Łutselk'e. As requested, the Fire Chief assists the Manager of Community Airports in the implementation of TC regulations and Airport policies to ensure compliance, including but not limited to:**
- Emergency responses
 - First Aid training
 - Tabletop exercises
 - Airport Wildlife Management
 - Airport Emergency Plan



- AVOP training and testing
- Airport operational reviews
- Responsible to ensure that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOG's.

10. Administrative Responsibilities:

- Duty Manager (accountable for the Airport Operations on a rotational basis) responsibilities as requested by the Airport Manager.
- Develops and follows variance report submissions.
- Manages the procurement process of the operation and maintenance of the Yellowknife Airport Rescue and Firefighting Department within established budgets.
- Manages accuracy of the daily shift log as per the SOG's.
- Manages the shift schedule.
 - Approves and schedules leave to maintain Category 6 ARFF coverage.
 - Arranges over-time coverage to cover unscheduled leave to maintain Category 6 ARFF coverage.
- Ensures that required documentation is completed correctly and accurately in accordance with TC, CARs, and department SOG's.

WORKING CONDITIONS

Physical Demands

Whether training or during an emergency response, the incumbent is involved in long periods of time carrying, handling, and operating specialized equipment while wearing personal protective equipment and SCBA. This training is physically demanding, and this position participates approximately one full day per month.

In addition to firefighter-specific training, this position is also required to perform physical fitness training (cardio, strength, flexibility, and/or high intensity interval training (HIIT)) for a minimum of one hour per work shift.

Environmental Conditions

The incumbent is exposed to live fire and rescue training in IDLH (Immediately Dangerous to Life and Health) environments. The incumbent is exposed a variety of weather conditions in all seasons. Conditions generated by a live exercise or incident would include heavy smoke, high heat, exposure to hazardous materials and visibility concerns. The incumbent is regularly exposed to fire, fumes, toxic and infectious substances while performing rescue and First Aid during emergency incidents or training scenarios. This position takes part in active training approximately one day per month, and actual incidents are rare.



There is an occasional need for the use of wildlife scare cannons, air bangers, and rifles for runway wildlife control; approximately once or twice per year the incumbent experiences extreme jet engine noise for short periods; in each of these situations, personal protective equipment design (i.e., ear defenders) may conflict with the regulated airside safety requirement for constant radio and tower communications.

Sensory Demands

During training or reacting to an emergency, the incumbent must maintain constant awareness of the surroundings using sight, hearing, and smell, and be able to identify and adapt to changes in the situation and environment accordingly.

Mental Demands

While emergency situations are uncommon, there is ongoing uncertainty about what could happen while at work. During an emergency situation, the incumbent will be required to perform in spite of emotionally disturbing situations involving potentially serious human injury. This position will also undertake travel by road and air to attend meetings and inspect community airports a minimum of two trips per year, two to eight days per trip.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Canadian Aviation Regulations
- Knowledge of TC Security Regulations
- Knowledge of Wildlife Regulations
- Knowledge of Firefighting Strategies and Tactics
- Knowledge of GNWT Policies and Procedures
- Knowledge of Union of Northern Workers Collective Agreement
- Knowledge of Safety Management Systems
- Knowledge of Memorandums of Understanding
- Knowledge of CFR Vehicle
- Knowledge of Aircraft Crash Charts
- Knowledge of Military Crash Charts
- Knowledge of Aviation fuels (Flammable Liquids)
- Knowledge of Airport Operations Manuals
- Effective management skills including planning, organizing, leading and controlling
- Effective communication skills both verbal and written (ability to give clear orders or direction)
- Skilled and certified in:



- CFR Vehicle Operations
 - Hazardous Goods NFPA 473 Operations Level
 - Aircraft Firefighting NFPA 1003
 - First Aid Instructor
 - CARs Certified
 - PAL
- Demonstrated leadership and supervisory skills:
 - Ability to instill confidence and control the operations of multiple organizations in rapidly changing event conditions.
 - Ability to establish Unity of Command.
 - Ability to respond to any situation that presents, and ability to identify and adapt to changes in emergency conditions and environment.
 - Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

- Grade 12 Diploma
- Completion of NFPA 1001 Level I and II
- Fire Officer NFPA 1021 II Certification
- Fire Instructor NFPA 1041 Level II
- Minimum 10 years firefighting experience, including a minimum of five years firefighting supervisory experience

The following would be considered assets:

- Fire Officer NFPA 1021 Level III
- Emergency Medical Responder Certificate

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- Restricted Radio Operators course (ROC-A)
- Airside Vehicle Operators Permit (AVOP)
- Current First Aid Instructor Certification
- NT Class 3 Driver's License with Airbrake endorsement
- Transport Canada security clearance through a Criminal Records Check (RAIC)
- Departmental entry level fitness test
- Annual physical abilities standard test



Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous language: Select language

- ☐ Required
- ☐ Preferred