

FFT ACCESS COORDINATOR DUTIES

Manage access issues within the FFT program for the Region

- Act as the region's FFT forest road construction/maintenance and deactivation specialist
- analyze field problems, including potential site specific structural maintenance requirements
- provide technical advice to consultants on appropriate application of field guides, standards, equipment and construction techniques
- analyze project data to determine relative efficiencies, and to identify overall productivity/cost effectiveness, long and short term
- ensures conformance with the *Forest and Range Practices Act* through application of qualified personnel, project planning meetings and monitoring of field operations
- liaison with Ministry of Environment and DFO related to fishery and water quality issues related to road projects
- carry out joint inspections with district staff of final road treatments at the conclusion of the FFT project
- confirm acceptability of project wrap-up

Ensure timely and accurate communications with Districts

- Input into stakeholder consultations
- Equipment needs – operators/owners
- Need for permits, establishing FSRs
- Future needs for roads at conclusion of FFT project

Assemble access project teams for each FFT project

- Retain and provide technical direction to engineering consultants who will carry out inspections and supervise equipment for road reconstruction and deactivation
- Establish communications and consultation processes for the project team that includes the regional FFT coordinator, district engineering officer and the regional engineering officer
- Analyze and resolve conflicts to determine appropriate solutions
- Determine need for professional engineering input on a project and site basis

Approve restoration plans and deactivation plans

- Review the work of consultants and recipients
- Incorporate the needs of the district, stakeholders and other agencies
- Apply expertise to selecting best options from alternatives provided

Ensure timely and sound delivery of road restoration projects

- Approve models of alternate work procedures for various project phases and elements

- Prepare and administer service contracts and confirming work quality and contract performance

DRAFT

STAFFING CRITERIA

EDUCATION AND EXPERIENCE:

Engineering/Forestry diploma from an accredited technical institute with emphasis in surveying and forest road construction plus a minimum of 7 years directly related experience subsequent to graduation or grade 12 with special training in mathematics, surveying and engineering principles plus 9 years experience.

RATED QUALIFICATIONS:

KNOWLEDGE:

- Detailed knowledge of MOFR road administration processes.
- Detailed knowledge of road layout and design, construction, maintenance, deactivation, risk assessment, equipment and related methods, practices and procedures.
- Detailed knowledge of the *Forest and Range Practices Act* and related legislation as it relates to forest roads.
- Detailed knowledge of equipment hire agreements administration and procedures
- General knowledge of general contract administration and procedures

SKILLS & ABILITIES:

- Ability to work and deal effectively with people, using tact and good judgement
- Demonstrated ability for problem solving
- Demonstrated excellence in communication, organization, project management, and technical writing