

TITLE: Corporate Wildfire Services Co-op Student
Procurement and Records

CLASSIFICATION: Level 1

MINISTRY: FORESTS

WORK UNIT: BC WILDFIRE SERVICE **SUPERVISOR**

SUPERVISOR TITLE: WILDFIRE SERVICES OFFICER

POSITION #:00144150

JOB OVERVIEW

The BC Wildfire Service (BCWS) is a unique program of government tasked with the responsibility of preventing and managing unwanted wildfire on the landscape. Approximately 1,600 field workers – comprising technical experts, strategic thinkers, and fire operations staff – are dedicated to undertaking the BCWS mandate in delivering effective wildfire management and emergency response support to protect life and values at risk, encouraging sustainable, healthy and resilient ecosystems.

The Procurement Clerk provides procurement and contract support for BC Wildfire Fire Centre programs.

ACCOUNTABILITIES

- Assists in providing advice and guidance to BC Wildfire Services staff, and clients on procedural aspects of contract administration, finance deposits, fees and related annual rent billings. Understands appropriate legislation, policy and procedures, and explains requirements to the public, applicants and staff; exercises judgement on arising issues.
- Provide quality assurance for documents by ensuring legal and document policy requirements are met.
- Assistants with Communicating with clients on matters pertaining to procedural aspects of contract administration, in person, by telephone, or through correspondence.
- Assists with providing advice to and resolves issues with BC Wildfire staff regarding contract administration procedures and correspondence.
- Enters data, ensures the accuracy and integrity of multiple databases and assists in the development of improved systems. Conducts audits to determine database integrity of data by all persons within the office that may have access to the systems and reports findings to the Procurement Clerk and/or the Services Officer.
- Conducts data searches and queries, compiles data from databases and provides reports and information to staff.
- May assist in administrative aspects of the consultation process (i.e., preparation and distribution of communication, database entry).

- Assists with Confirming that contracts and legal documents meet the applicable policy and legislation and makes recommendations for additions and changes to the content.
- Provides administrative support in all aspects related to the planning, implementing, awarding and evaluating of contracts.
- Maintains and updates contract records, status logs, and tracking systems throughout the contract life-cycle.
- Assists in Records as needed: Verifies, identifies, classifies materials into files by function, subject and property and integrates into filing systems and databases.
- Assists in Records as needed: Creates, consolidates and deletes files as required; and arranges for off-site storage and disposal of records in accordance with record management standards and schedules.
- Ensures expenditures are charged to the correct responsibility centre or project code and that appropriate approvals have been obtained for release of payment.
- Reconciles financial accruals; checks financial transactions and documentation for accuracy and compliance to financial policies.
- Assists in the accounts payable process as needed.
- Participates in projects as needed.
- Provides general administrative support to the office as necessary.

JOB REQUIREMENTS

- Be in post-Secondary school working towards obtaining a degree or diploma in a relevant field(or equivalent)
- Experience with contract management and working with administration policies, standards and procedures.
- Experience in financial management including accounts payable, receivables and the general ledger, as well as computer assisted accounting and reporting systems.
- Experience in keyboarding, word processing, creating spreadsheets and working with standard computer applications (e.g., Word, Excel, PowerPoint and Outlook).
- Preference may be given to candidates with one or more of the following:
 - Experience identifying problems and developing options for resolution within policies and guidelines.
 - Experience coding, processing, storing, tracking and retrieving records and information.
 - Experience computing a variety of mathematical calculations and using applications to enter and retrieve data, performing accounting functions and producing financial reports.
 - Experience with managing workload priorities and meeting deadlines.
 - Training and/or coursework in contract administration.
 - Experience and knowledge working in Procurement and/or Records.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of contract management and administration policies, standards and procedures.
- Knowledge of basic financial management including accounts payable, receivables and the general ledger, as well as computer assisted accounting and reporting systems.
- Organizational skills in managing workload priorities and meeting deadlines.
- Skilled in business writing, editing and formatting.

PROVISOS & WILLINGNESS STATEMENTS

- To be flexible regarding ongoing changes in responsibilities, assignments and corporate structures.
- To keep current on emerging issues.
- To take in-house training and certification as required.
- To fly in aircraft (fixed wing and rotary) as required.
- To work extended hours, including weekends, and be on standby with limited notice in accordance with the preparedness plan.
- To travel and overnight in remote locations where accommodations may vary as required.
- To participate in Incident Command System positions as assigned.
- To work under adverse or stressful conditions, including smoke, extreme heat and mountainous terrain in remote and isolated conditions.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

BEHAVIOURAL COMPETENCIES

- **Information Seeking** is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Planning, Organizing and Coordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Teamwork and Cooperation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

Career Group:

Job Family:

Job Stream:

Role:

Upload Date:

Forests

February 2026

- **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCY

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.