

FireSmart Coordinator

Position Status: Full-time, 12-month Assignment – 35 hours a week
Reports to: Fire Chief

Definition:

The Village of Pemberton Fire Rescue Department is in search of a highly skilled and energetic individual for the temporary position (12-month assignment) of FireSmart Coordinator. Fire Services supports a safe community and enhances the quality of life for the citizens by responding to emergencies to help minimize injuries and loss of life or damage to property. Fire Services also helps to prevent fires and other emergencies through public education and inspections to ensure properties meet fire regulations and other safety requirements.

Reporting to the Fire Chief, the FireSmart Coordinator is responsible for the facilitation and delivery of FireSmart related activities within the Village of Pemberton, and with working with the Lil'wat First Nation Band to assist with FireSmart related activities on adjoining areas. This position will ensure that the FireSmart activities are supported, developed, and implemented in accordance with FireSmart BC, and Provincial guidelines and the direction and policy provided by the Pemberton Fire Rescue Department.

Typical Duties:

- Act as the single point of contact for the Pemberton FireSmart Program.
- Organize, plan, and participate in events to accomplish the goal of fuel mitigation and educating the public about the FireSmart principals.
- Provide FireSmart recommendations to homeowners to reduce the wildfire hazards on their properties by conducting site visits and conducting FireSmart Home Ignition Zone assessments.
- Conduct FireSmart Home Ignition Zone mitigation work as required.
- Facilitate FireSmart 101 sessions through the Village of Pemberton.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel to meet the principles of FireSmart Mitigation and Education team.
- Conduct and Review assessments and reports prepared by FireSmart personnel to ensure compliance with program requirements.
- Attend tradeshow, wildfire preparedness days, community events, etc. to engage with the public and distribute information regarding the FireSmart principals.
- Create a FireSmart working group with the Village of Pemberton and host monthly conference calls.
- Represent the Pemberton Fire Rescue Department at various events.
- Attend training or workshops related to FireSmart.
- Working and traveling in rural and remote areas.
- Work with Lil'wat Nation FireSmart Coordinator and Lil'wat Fire Department to assist and work as a team to ensure the FireSmart activities are supported, developed, and implemented in accordance with FireSmart BC, and Provincial guidelines.

Required Qualifications:

- 2 years related leadership experience including supervisory, facilitation and contract management experience.
- Valid BC Class 5 Driver's License and be proficient in towing a trailer.
- Successful completion of a Criminal Record check.
- Understanding of forest practices, FireSmart education, and wildfire mitigation strategies.
- Knowledge of fire prevention, FireSmart and emergency preparedness programs.
- Knowledge of fire and public safety education, fire service operation, and emergency management.
- Knowledge of Microsoft and social media application software.
- Must be able to attain Local FireSmart Representative qualifications.
- Must be able to attain Wildfire Mitigation Specialist qualifications.
- Must be skilled in the use of Chain Saw, ladders, heights, towing trailers, and other motorized equipment.
- Physically able to perform the duties of the position indoors and outdoors at various work sites.
- Management or Supervisory experience.
- Able to effectively deliver educational and outreach materials to a variety of audiences.
- Able to use information technologies (computers, mobile devices, etc.) including familiarity with presentation development tools, education programs, and social media applications.
- Experience working with and supporting Indigenous communities.