



The **DISTRICT OF CENTRAL SAANICH** is seeking a
FIRE SMART COORDINATOR (Up to 12 Month Term)

Competition Number 2022-14
Internal Competition

You must be a current member with the District of Central Saanich Fire Department Employee or Paid On Call Member to be considered for this vacancy

The District of Central Saanich invites applications from current, qualified District of Central Saanich Fire Department employees\paid-on call membership who are interested in the **temporary Fire Smart Coordinator** position.

Reporting to the Deputy Fire Chief, the FireSmart Coordinator builds, supports and advances the Central Saanich FireSmart program. The Coordinator will be responsible for ensuring the FireSmart activities are developed, supported, and implemented in accordance with FireSmartBC principles and guidelines, as well as the direction and policy of the District of Central Saanich. The FireSmart Coordinator will organize and facilitate the delivery of the Central Saanich FireSmart program, rebate options, public outreach, schedule and support Home Ignition Zone assessments and support the District's wildfire mitigation efforts as well as liaise with residents, business, program partners and local First Nations and stakeholders.

The ideal candidate will have completed Grade 12, hold the Local FireSmart Representative and Wildfire Mitigation Specialist Designation or have the willingness to get it within a time period deemed reasonable by the District, NFPA 1001 certification and three (3) years related experience such as experience in public safety program coordination and delivery of educational sessions. A current valid BC Class 5 Driver's license with air brake endorsement and acceptable driving abstract as well as an acceptable criminal record check will also be required.

Please see the attached job description for further information on the duties and requirements of the role.

The wage rate for this casual, term position is at the Fire Fighter Probationary wage rate (\$33.16/hr (2019 rates) and will follow the index factor as per the wage scale in Schedule A in recognition of directly related experience. A benefits package will also be offered. Interested employees are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca or by dropping it off at the Municipal Hall, attention: Human Resources by 4:00 pm on Tuesday May 24th.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.



Job Description

FireSmart Coordinator (Pay Grade Fire Fighter Probationer) 1 year term

General Accountability:

Purpose

Reporting to the Deputy Fire Chief, the FireSmart Coordinator builds, supports and advances the Central Saanich FireSmart program. The Coordinator will be responsible for ensuring the FireSmart activities are developed, supported, and implemented in accordance with FireSmartBC principles and guidelines, as well as the direction and policy of the District of Central Saanich.

The FireSmart Coordinator will organize and facilitate the delivery of the Central Saanich FireSmart program, rebate options, public outreach, schedule and support Home Ignition Zone assessments and support the District's wildfire mitigation efforts as well as liaise with residents, business, program partners and local First Nations and stakeholders.

Nature and Scope of Work

- Coordinates and develops the District's FireSmart Program ensuring goals and metrics are met
- Completes FireSmart Home Ignition Zone Assessment score cards for residential properties and provides information to the resident to educate them on FireSmart best practices and mitigation strategies
- Organizes, plans, and participates in events and public education sessions to accomplish the goal of educating the public about the FireSmart principals
- Creates communication plans, including social media campaigns, to promote the FireSmart program
- Facilitates public FireSmart 101 sessions throughout the District of Central Saanich
- Educates and advises residents on applicable FireSmart rebate programs
- Liaises with other levels of governments, such as BC Wildfire, and with UBCM to identify opportunities to complete FireSmart projects and to promote the FireSmart program
- Develops and maintains effective relationships with municipal staff, the local community, First Nations and other stakeholders
- Represents the Central Saanich Fire Department at various events
- Serves as a representative of the District on the FireSmart program



- Oversees grant fund spending and assists the Fire Chief with the FireSmart budget to ensure fiscal accountability
- Prepares training, reports and records for FireSmart activities
- Assists in developing fire prevention and awareness programs
- Oversees work performed by contractors and others related to the program
- Coordinates fuel management projects
- Follows all corporate policies and processes
- Participates in emergency duties in the event of an emergency or disaster
- Performs other related duties as required

Knowledge, Skills and Abilities

- Understanding of FireSmart education and wildfire mitigation strategies
- Possess exceptional interpersonal skills and can deal tactfully with elected officials, co-workers, community representatives and the public on various matters, including those of a sensitive nature
- Ability to effectively deliver educational and outreach materials to a variety of audiences
- Possess excellent written and oral communication skills including presentation and public speaking ability
- Demonstrated knowledge and ability working with computer programs such as Office 365 (i.e. Word, Excel, Outlook) and other educational, presentation, and social media applications
- Ability to plan, coordinate and direct the activities of the FireSmart program
- Knowledge of social media as a tool for public outreach and education
- Proficient in preparing reports, memorandums and correspondence of a technical nature and initiating, developing and maintain a wide variety of records and statistical data
- Proven self-starter and ability to work with minimal supervision
- Physically able to perform the duties of the position indoors and outdoors at various work sites
- Knowledge of Wildland Urban Interface (WUI) fuels management practices
- Knowledge of Fire and public safety education, fire service operations and emergency management
- Ability to participate in professional development sessions and continue to enhance job related learning and education
- Ability to write reports and grant applications
- Excellent time management and organizational abilities
- Proven history of customer service and safe work practices



Requirements

Education and Experience:

- Completion of Grade 12 or equivalent qualification
- Local FireSmart Representative and Wildfire Mitigation Specialist Designation or the willingness to get it within a time period deemed reasonable by the District, NFPA 1001 certification and three (3) years related experience such as experience in public safety program coordination and delivery of educational sessions.

Required Certificates and Licenses

- A current valid BC Class 5 Driver's license with air brake endorsement and acceptable driving abstract
- Acceptable criminal record check

Desired Qualifications

- Wildland Firefighter 1 Certification
- Class 3 Driver's license
- Experience with structural and wildland interface firefighting

Signature of CAO:

Date: April 22, 2022

Signature of Fire Chief:

Date: April 21, 2022