



Job Description

Wildfire Mitigation Specialist

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Wildfire Mitigation Supervisor & FireSmart Coordinator

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: Development & Community Sustainability Services

SUMMARY OF POSITION:

Reporting to the Wildfire Mitigation Supervisor and the FireSmart Coordinator, the Wildfire Mitigation Specialist will work predominantly independently with a supporting team of FireSmart experts to facilitate and implement the FireSmart Home Partners Program (HPP) and the FireSmart Canada Neighbourhood Recognition Program (FSCNRP). From May to October the Specialist will work in defined geographic zones split up across the eleven Electoral Areas and partnering municipalities. Specialists work directly with residents and neighbourhoods to schedule HPP and FSCNRP assessments, plan and facilitate educational workshops, participate in events and conduct presentations, engage and liaise with agencies and stakeholders, write reports and maintain electronic records, and provide administrative support for neighbourhoods seeking National Recognition. The goal of the FireSmart program is to increase awareness and motivate residents to use the HPP and FSCNRP in order to increase regional scale wildfire resiliency. The FireSmart Team takes a holistic approach to working closely with a variety of local and regional stakeholders to ensure FireSmart activities are tailored to community needs and interests.

ROLE AND RESPONSIBILITIES:

1. Work collaboratively with the Wildfire Mitigation Supervisor and the FireSmart Coordinator to promote coordinated delivery of the HPP and FSCNRP in order to meet funder eligibility requirements.
2. Participate in training and successfully administer requirements of the program mostly independently.
3. Communicate effectively and efficiently with all stakeholders and the FireSmart Team as outlined in expectations.
4. Establish and maintain stakeholder contact lists, and maintain connection and communication on a regular basis.
5. Schedule and deliver educational outreach activities and engage stakeholders on the seven FireSmart Disciplines.
6. Conduct HPP and FSCNRP assessments and complete recommendations report in a timely manner.
7. Recruit, train and support Neighbourhood Champions in line with FSCNRP requirements.
8. Support Neighbourhoods in their effort to gain National Recognition status.

9. Support the implementation of the FireSmart Rebate Program and the Neighbourhood Recognition Grant Program in line with funding requirements.
10. Support the supervisors and the RDCK Emergency Program by collecting data and liaising with local response agencies to inform the completion of Neighbourhood Emergency Preparedness Program

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Two year diploma or equivalent experience in Forest Technology, Natural Resource Management, Structural Firefighting, Wildland Firefighting or similar, (an equivalent combination of education and experience would be considered).
- Wildfire Mitigation Specialist designation or willing to attain.
- Local FireSmart Representative Certification, or willing to attain.
- Experience delivering education and training in a professional setting.
- Successful completion of S100 Fire Suppression or SPP-WFF1 course or willing to attain.
- Valid First Aid training (OFA Level 1 or higher).
- Valid Class 5 BC Driver's License and a satisfactory Driver's Abstract.
- Satisfactory Criminal Record Check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge in wildfire behavior and wildfire management principles.
- Demonstrated risk assessment and risk mitigation knowledge and ability.
- Knowledge of FireSmart Home Partners Program and the FireSmart Canada Neighbourhood Recognition Program.
- General knowledge and awareness of the four pillars of emergency management, land management processes, forestry, landscaping and building construction principals.
- Ability to work with and provide education to the public in a one-on-one and group settings.
- Ability to create and conduct professional group presentations.
- Ability to work independently within a collaborative team approach.
- Proficient in written communication skills and ability to use information technologies (computers, mobile device, etc.), including familiarity with Microsoft tools, education programs and social media applications.
- Strong interpersonal and communication skills.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date