



Job Description

Wildfire Mitigation Specialist

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: FireSmart Program Coordinator

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Development & Community Sustainability Services

SHIFT / HOURS OF WORK: The regular hours of work for this position are up to 35 hours per week. From time to time, may be required to work a flexible schedule, including evenings, weekends, and holidays to meet community outreach requirements.

CONDITIONS OF WORK: Regular travel throughout the Regional District of Central Kootenay (RDCK) is a requirement of this position.

SUMMARY OF POSITION:

Reporting to the Disaster Mitigation and Adaptation Senior Advisor and the FireSmart Program Coordinator, the Wildfire Mitigation Specialist will assist in delivering the FireSmart Wildfire Mitigation Program and Neighbourhood Recognition Program to residents in the Electoral Areas and participating incorporated areas of the RDCK from May to October. The incumbents will work with communities to schedule education sessions and consultations with the aim of identifying hazards and making recommendations that ultimately help each community and resident become FireSmart. The Wildfire Mitigation Specialist will work closely with a variety of local and regional stakeholders ensuring FireSmart activities are tailored to community needs and interests.

In addition to Mitigation Assessments, the Wildfire Mitigation Specialist will assist with RDCK projects including the collection of data and liaison with local response agencies to inform wildfire preplans and emergency planning zones throughout the regional district.

TASK DESCRIPTION:

- Work collaboratively with the FireSmart Program Coordinator to promote coordinated delivery of FireSmart Wildfire Mitigation and the FireSmart Canada Neighbourhood Recognition Program.
- Participate in and comply with FireSmart training.
- Schedule and deliver awareness campaigns and public education activities on FireSmart Wildfire Mitigation and the FireSmart Canada Neighbourhood Recognition Program.
- Support Community FireSmart Boards in their effort to gain recognition.
- Schedule FireSmart home assessments for completion under the FireSmart Wildfire Mitigation Program.

- Schedule and complete FireSmart community hazard assessments to interested communities across the RDCK.
- Based on hazard assessments, provide FireSmart recommendations to homeowners that reduce the wildfire hazards on their properties.
- Complete documentation for home and community FireSmart assessments in a timely manner.
- Write FireSmart Hazard Assessment Reports, including identification of risks, their priority and appropriate mitigation recommendations.
- Recruit, train and support Neighbourhood Champions in line with FireSmart Canada Community Recognition Program requirements.
- Establish and maintain resource contact lists on a regular basis to assist residents to FireSmart their communities and properties.
- Assist with additional implementation projects of FireSmart Wildfire Mitigation and the FireSmart Canada Neighbourhood Recognition Program regionally.
- Support the Disaster Mitigation and Adaptation Senior Advisor and Community Sustainability Manager by collecting data and liaising with local response agencies to inform the completion of Wildfire Preplans and Emergency Planning Zones.
- Other duties as required.

REQUIRED QUALIFICATIONS

- Two year diploma in Forest Technology, Natural Resource Management, Structural Firefighting or similar
- Wildfire or Fire Service experience, with structural protection knowledge.
- An equivalent combination of education and experience would be considered for this position.
- Previous experience delivering education and training in a professional setting.
- Local FireSmart Representative designation, or willing to attain.
- Wildfire Mitigation Specialist Designation or willing to attain.
- Successful completion of S100 Fire Suppression or SPP-WFF1 course.
- Valid First Aid training.
- 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 Wildfire Mitigation and the FireSmart Canada Neighbourhood Recognition Program or willingness to attain.
- General knowledge and awareness of emergency management, planning, forestry, landscaping and building construction principals.

- Ability to work with and provide education to the public in a one on one and group setting.
- Ability to make professional group presentations.
- Ability to work independently within a collaborative teamwork approach.
- Proficient report writing skills.
- Strong interpersonal and communication skills.
- Proficient computer and written 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