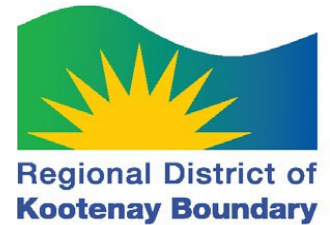


JOB DESCRIPTION

Wildfire Mitigation Specialist (WMS)



DEPARTMENT: *Emergency Programs*

PRIMARY LOCATION: *Greater Trail Area; Greater Grand Forks Area and/or Greater West Boundary Area*

REPORTS TO: *Emergency Program Coordinator*

JOB OVERVIEW

The Wildfire Mitigation Specialist is responsible for the facilitation of the FireSmart Home Partners Program and other related activities within the program boundaries of the Regional District of Kootenay Boundary (RDKB). The position will ensure that homeowners can access detailed home assessments to reduce their wildfire risk.

RESPONSIBILITIES

- Work collaboratively with the FireSmart Coordinator to deliver the FireSmart Home Partners Home Assessment Program and the RDKB FireSmart Program.
- Schedule and deliver awareness campaigns and public education activities on the FireSmart Home Partners and the RDKB FireSmart program.
- Support Community FireSmart Committees in their effort to gain recognition.
- Schedule and complete FireSmart Home Assessments under the FireSmart Home Partners Program.
- Schedule and complete FireSmart Neighbourhood Hazard Assessments to interested neighbourhoods throughout your region of designation.
- Based on hazard assessment, provide FireSmart recommendations to homeowners that reduce the wildfire hazards on their properties.
- Complete documentation, edits, and follow-up for the FireSmart Home Partners Program and FireSmart Neighbourhood Assessments in a timely manner.
- Recruit motivated community leaders that can be mentored to work with groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
- Collaborates and coordinates with other BC FireSmart Committee member agencies (BC Wildfire Services, fire department, First Nations, BC Parks, etc.) in the area, as required.
- Support the implementation of a FireSmart Rebate Program in area of designation.
- Establish and maintain resource contact lists on a regular basis to assess residents to FireSmart their communities and properties.
- Coordinate the FireSmart local program with the Provincial Home Partners Coordinator.
- Work and travel to rural and remote areas.
- Other duties as assigned.

SELECTION CRITERIA

The required qualifications, experience and training for this position include:

- 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 willingness to attain.
- Successful completion of the S100 Fire Suppression or SPP-WFF1 course.
- Local FireSmart Representative Certification or willingness to attain.
- Ability to write detailed technical reports.
- Ability to effective delivery education and outreach materials to a variety of audiences.
- Valid BC Class 5 Drivers License.
- Satisfactory Criminal Record Check.

The required knowledge, skills and abilities for this position include:

- Knowledge of wildfire behaviour and wildfire management principles.
- Demonstrated risk assessment and risk mitigation knowledge.
- Knowledge of the FireSmart Home Partner Program and the FireSmart Canada Neighbourhood Recognition Program.
- Knowledge of fire prevention and emergency preparedness programs.
- Knowledge of fire and public safety education, fire service operation and emergency management.
- General knowledge and awareness of emergency management, planning, forestry, landscaping and building construction principles.
- Ability to work with and provide education to the public in both one-on-one and group settings.
- Ability to make professional group presentations.
- Ability work independently within a collaborative teamwork approach.
- Proficient in written communication skills
- Ability to use information technologies (computers, mobile devises, tablets, etc.) including familiarity with presentation development tools, education programs and social media applications.
- Strong organizational and planning skills.
- Physically and mentally capable of administering the duties for public communication and the practical nature of the role.

Other requirements of note:

- Must be available to start no later than June 2024 (exact dates to be confirmed)
- If not already in possession of required FireSmart Home Partners training, must attend provided training (dates to be confirmed)

- Must be willing and able to work a flexible schedule, including some weekend work to attend community events.
- Must be willing and able to work remotely as well as at a local RDKB office as required.
- Must have own reliable vehicle for use for work on a regular basis.