



District of Elkford  
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## EMPLOYEE POSITION DESCRIPTION

<b>Position Name:</b> FireSmart Representative	<b>Department:</b> Elkford Fire and Emergency Services	<b>Date:</b> March, 2024
<b>Classification:</b> Exempt	<b>Supervisor's Title:</b> Director of Fire and Emergency Services	<b>Date of Revision:</b>

### **JOB SUMMARY**

Under the general direction of the Director of Fire and Emergency Services (Fire Chief) or Deputy Director of Fire and Emergency Services (Deputy Fire Chief) in the absence of the Director, the FireSmart Representative actively promotes the FireSmart message throughout the community and coordinated community resiliency initiative program on behalf of the District; coordinates with the provincial FireSmart program; develops communication material related to FireSmart activities throughout the District of Elkford; develops and delivers community awareness campaigns within the community; assists with various other activities within the Elkford Fire Department including responding to emergencies, development of short- and long-term plans; ensures that all records are maintained for incidents and other departmental data as required.

The FireSmart Representative is an effective team member whose contributions assist in the achievement of the Department and organizational objectives.

### **NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES**

1. Acts as the main point of contact for the FireSmart Program for the District of Elkford and promotes the FireSmart message in accordance with brand guidelines. Collaborates and coordinates with the Provincial FireSmart Program and other B.C. FireSmart Committee member agencies. Provides direction and assistance to implement FireSmart principles on private and public land within the District of Elkford.
2. Organizes participation at local and regional community events such as Community Wildfire Preparedness Day, Wildcat Days, Coal Miner Days and school presentations to engage with the public and distribute FireSmart information.
3. Coordinates the Community Resiliency Initiative Program on behalf of the District, including monitoring program budget, activities, contractors and grant reporting. Organizes, plans, and participates in community fuel mitigation events.

4. Recruits and supports motivated community leaders that can be mentored to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
5. Schedules and delivers awareness campaigns and public education activities on the FireSmart Home Partners and the FireSmart Canada Neighbourhood Recognition Program.
6. Schedules and completes FireSmart hazard assessments throughout the District under the FireSmart Home Partner's Program. Provides FireSmart recommendations to homeowners that reduce the wildfire hazards on their properties based on the hazard assessments. Completes documentation and follows up for the FireSmart assessments in a timely manner.
7. Establishes and maintains resource contact lists on a regular basis to assist residents to FireSmart their communities and properties.
8. Assists with identifying and preparing applications for new FireSmart grant opportunities.
9. Responds to fires and other emergency incidents, including first response to medical emergencies, highway road rescue incidents and other emergency activities as necessary. Liaises and coordinates with representatives of B.C. Forest Service to ensure adequate measures are made for controlling major fires.
10. Works with the Officers and Firefighters relating to training and attends Fire Department meetings as required. Develops lesson plans for training and coordinates Fire Department practices and attends regular weekly and other training sessions as required.
11. Assists in the development of short- and long-term plans in support of District of Elkford goals and objectives. Advises and makes recommendations to the Director of Fire and Emergency Services (Fire Chief) on all matters relating to firefighting, fire prevention and other related matters in accordance with provincial legislation, FireSmart activities, WorksafeBC regulations, and other District of Elkford bylaws and policies.
12. Assists in the preparation of annual and long-range capital and operational budgets for the department and monitors expenditures of allocated funds within the approved budget. Prepares cost estimates and other reports as required. Prepares bid documents for acquisition, replacement and disposal of capital equipment as required.
13. Assists in ensuring fire apparatus and equipment is regularly inspected and maintained in good working order including servicing records, certifications, etc.
14. Ensures that all records are maintained for FireSmart activities within the community and other conventional and electronic departmental data, documents, reports, drawings and correspondence are maintained in accordance with the District's records management systems and best practices.
15. Assists with the preparation, implementation and supporting various public education programs to promote FireSmart principles, fire safety, prevention, and awareness within the community. Liaises and coordinates with the Regional District of East Kootenay as required, related to emergency operations and emergency social services in the event of a local or regional disaster. Provides local assistance with all required outside agencies as required.

16. Coordinates and liaises with the Corporate Services Department to ensure that internal, external and public communications related to FireSmart activities are accurate.
17. Builds and maintains effective communication and coordination with internal and external contracts including local, provincial, and federal governments, utilities and other public safety and emergency response agencies, consultants, contractors, District staff and the public.
18. Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies, and procedures; reports unsafe and/or insecure situations in accordance with regulations and District standards; directs the implementation of emergency procedures as appropriate.
19. Undertakes other assigned duties as required by the Director of Fire and Emergency Services.
20. Participates in the Elkford Fire Department's Duty Officer On-Call coverage as assigned by the Director of Fire and Emergency Services and/or Chief Administrative Officer.

### **TYPICAL QUALIFICATIONS**

#### **Education:**

- Post-secondary education in Fire Service Management, local government, public administration or emergency service management will be considered an asset.

#### **Occupational Certificates, Licences, Associated Memberships:**

##### Minimum

- Completion of FireSmart 101 qualification.
- Local FireSmart Representative qualification (or willingness to obtain within 1 month of hiring).
- Must be willing to become a member of the Elkford Fire and Emergency Services Department.

##### Preferred

- NFPA 1001 Firefighter Level 2 (ability to obtain within 6 months of hiring).
- First Responder Level 3 (ability to obtain within 6 months of hiring).
- Valid B.C. Class 3 Driver's Licence with air endorsement.
- Certified Wildfire Training – WSPP-1 & WSPP-115.
- Willingness to work towards certifications for Fire Officer, Incident Safety Officer and other firefighting certifications.
- Satisfactory police information check with vulnerable sector.

#### **Experience:**

- Some experience (1 to 2 years) in firefighting and delivering public education campaigns.

#### **Knowledge, Skills and Abilities:**

- Knowledge of FireSmart, fire prevention and emergency preparedness programs.
- Knowledge of fire and public safety education, fire service operation and emergency management.
- Experience in writing reports for review by the public, Council and senior staff.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Thorough knowledge of all aspects of fire, rescue and emergency management.
- Experience and success in developing and maintaining positive relationships with employees and other community stakeholders.
- Organizational habits to understand, realistically plan for and meet deadlines while adapting to changing demands and priorities.
- Strong interpersonal, communication, presentation, problem solving, decision making, leadership and general management skills.
- Conflict resolution, and presentation skills combined with ability to work under pressure.
- Proficiency in Microsoft Office programs including Word, Excel and Outlook.
- Maintain a level of physical fitness to continuously perform all duties required in this position including, but not limited to, excellent cardiovascular fitness, bending, lifting and carrying as required.
- Some knowledge of the *Fire Services Act*, Fire Code and Regulations, and the B.C. Structure Firefighters Competency and Training Playbook, 7 FireSmart disciplines.
- Some knowledge of the *Workers Compensation Act* and OHS Regulations and other applicable legislation.
- Ability to establish and maintain effective working relationships with representatives of government agencies, community and business groups, contractors, the public and District staff.

In order to respond to incidents in a timely manner the incumbent must reside within the District of Elkford boundary.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have read this job description:

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

