

FIRESMART COORDINATOR

The City of Enderby is seeking a part-time temporary independent contractor for the role of FireSmart Coordinator. The FireSmart Coordinator will take a leadership role with all FireSmart initiatives and activities within Enderby, with specific duties to include:

- Delivering community education and awareness activities on FireSmart principles;
- Completing FireSmart Home Ignition Zone Assessment Score Cards for residential properties;
- Coordinating the delivery of labour for eligible mitigation activities identified through the FireSmart property assessments; and
- Completing Secondary FireSmart Home Ignition Zone Assessment Score Cards for properties that have completed mitigation work.

The successful applicant will have excellent communication, leadership and presentation skills, as well as sound knowledge of fire and public safety education, emergency management, fire prevention and emergency preparedness, along with a passion for public safety.

QUALIFICATIONS AND EXPECTATIONS

- Completion of Grade 12 or equivalent.
- Understanding of FireSmart education and wildfire mitigation strategies.
- Knowledge of fire prevention, FireSmart and emergency preparedness.
- Excellent written and verbal communication and interpersonal skills.
- Strong presentation skills.
- Strong organizational and planning skills including the ability to multi-task and work independently.
- Demonstrated technological skills including the use of word processors, spreadsheets, email and social media communications.
- Must be able and willing to attain Local FireSmart Representative qualifications (training to be funded by City).
- Ability to work evenings and weekends, if necessary.
- A valid BC Class 5 Driver's Licence and access to a vehicle (City to fund mileage).
- Acceptable Criminal Record and Vulnerable Sector Check.
- City will supply laptop and peripherals; contractor is expected to supply all other tools/supplies including cellphone.

POSITION TYPE

Part-time temporary independent contractor

30 hours per week from March 29 – December 9, 2022 (start date is flexible)

Hours are flexible subject to client/project demands, and subject to project budget.

WAGE

\$35.00/hour

Please submit your resume, cover letter, two references, along with any relevant information, as one PDF document to kinglis@cityofenderby.com and quote **FireSmart Coordinator** in the subject line.

Applications will be accepted until 4:00 p.m. on February 21, 2022.