



Regional District of Bulkley-Nechako FireSmart Coordinator

The Regional District of Bulkley-Nechako is seeking applicants to fill the temporary full-time position of FireSmart Coordinator. The hours of this position are Monday to Friday from 8:30 am to 4:30 pm. This position is grant funded with an anticipated term of up to two years and incorporates a hybrid work model, requiring both on-site and remote work options within the Regional District. The work schedule may require flexible hours. The starting wage for this position is \$31.92 per hour (2024 rate), and upon completion of the 3-month probationary period, you are eligible for an increased rate of \$32.88 per hour (2024 rate).

The FireSmart Coordinator oversees the planning and execution of FireSmart initiatives within the Electoral Areas of the Regional District of Bulkley-Nechako (RDBN). This role is responsible for ensuring that FireSmart programs are supported, developed, and implemented in alignment with Provincial guidelines and the policies and direction set by the RDBN.

Responsibilities & Duties:

1. FireSmart Program Coordination:

- Plan, organize, and participate in community events such as tradeshow, wildfire preparedness days, and other public gatherings to promote and educate the public on FireSmart principals.
- Lead and facilitate meetings of the RDBN Community FireSmart Resiliency Committee.
- Provide FireSmart recommendations to homeowners to reduce the wildfire hazards on their properties by conducting Wildfire Mitigation Program Assessments.
- Stay informed with the RDBN Community Wildfire Resiliency Plan to ensure alignment with FireSmart initiatives.
- Manage the preparation and submission of Community Resiliency Investment grant applications, including drafting final reports.
- Process and oversee FireSmart rebate applications and ensure timely approvals.
- Act as a representative of the RDBN at various public engagements to advocate for wildfire prevention and preparedness.
- Attend relevant training sessions, workshops, and professional development opportunities related to FireSmart practices.
- Travel to and work within rural and remote communities throughout the Regional District to implement FireSmart activities.

2. Support for Protective Services Operations:

- Assist in the planning, organization, and execution of Protective Services operations and initiatives.
- Prepare detailed reports and deliver presentations to the RDBN Board of Directors on FireSmart activities and Protective Services projects.
- Maintain up-to-date knowledge of best practices, trends, and new developments in prevention, emergency management, and wildfire mitigation strategies.



- Perform additional duties as assigned to support the overall goals of the Protective Services department.

Skills and Qualifications:

- Strong understanding of fire prevention strategies, FireSmart principles, fire service operations, and emergency preparedness programs.
- Basic knowledge of building construction methods and plant identification to assess wildfire risks.
- Proven ability to deliver educational materials and conduct public outreach for diverse audiences, including homeowners, community groups, and local officials.
- Excellent verbal and written communication skills, with experience in public speaking and presentations.
- Proficiency in using Microsoft Office Suite (Word, Excel, PowerPoint) and conducting online research.
- Familiarity with data management tools and reporting software is an asset.
- Highly organized, dependable, and punctual, with the ability to manage multiple tasks effectively.
- Strong interpersonal skills to build and maintain positive relationships with stakeholders, including residents, Indigenous Governing Bodies, contractors, and other agencies.
- Cultural awareness and the ability to engage in respectful and meaningful collaboration with Indigenous communities.
- Ability to work both independently and as part of a team in a collaborative environment.
- Self-motivated with the capacity to work effectively in rural and remote settings.

Certificates and Licenses:

- Valid BC Class 5, or Valid BC Class 7 (N) Driver's License
- Wildfire Mitigation Specialist Certificate an asset
- Local FireSmart Representative Certificate an asset

Applications will be accepted until the position is filled, with review beginning on Tuesday, February 25, 2025, and should be addressed to:

Scott Zayac, Director of Protective Services

Subject Line: FireSmart Coordinator

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0.