



Career Opportunities

[Vacancies \(/jobs/\)](#)

[Login \(/account/login.php?listing_id=23394&i=0\)](#)

FireSmart Coordinator (Temporary)

Fire | \$ 33.18 per hour | Hourly | Full-time Temporary | IAFF

| Additional 15% in lieu of benefits, vacation and statutory holidays (unless a permanent employee)

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full-time temporary position of **FireSmart Coordinator** on our Fire Services team. Fire Services supports a safe community and enhances the quality of life for the citizens by responding to emergencies to help minimize injuries and loss of life or damage to property. Fire Services also helps to prevent fires and other emergencies through public education and inspections to ensure properties meet fire regulations and other safety requirements.

Reporting to the Fire Inspection Officer, the FireSmart Coordinator is responsible for the facilitation and delivery of FireSmart related activities within the City of Penticton. This position will ensure that the FireSmart activities are supported, developed and implemented in accordance with FireSmart BC, and Provincial guidelines and the direction and policy provided by the Penticton Fire Department.

Key Responsibilities:

- Act as primary point of contact for the Penticton FireSmart Program.
- Provision of FireSmart recommendations to homeowners on wildfire risk reduction on private property through conducting the Home Partners Program assessments.
- Facilitation of the FireSmart Canada Neighbourhood Recognition Program; includes recruiting Neighbourhood Champions, conducting Neighbourhood Hazard Plans, and assisting existing/new neighbourhoods in FireSmart events and recognition applications.
- Conduct FireSmart 101 Education Sessions throughout the City of Penticton.
- Organize, plan and participate in local FireSmart events to accomplish the goal of education and program promotion; attend local tradeshow, community events, etc.
- Collaborate and coordinate with other BC FireSmart Committee member agencies (BC Wildfire Service, First Nations, other Fire Departments, etc.).
- Development and implementation of FireSmart curriculum for various ages within School District 67.
- Assist in wildfire mitigation and emergency preparedness, including maintenance and delivery of the Community Wildfire Resiliency Plan, Wildfire Development Permit Areas, fuel treatments, and act in assigned EOC fire branch roles.
- Administrative duties including documentation, responding to public and City inquiries, and managing social media accounts.
- Budget management and grant applications for FireSmart and related activities; including council resolutions and final reporting.
- Attend training, workshops, or conferences related to FireSmart and wildfire mitigation.
- May be required to supervise FireSmart team members; includes review of quality of work to ensure compliance with program requirements.

Required Knowledge, Abilities & Skills:

- Some knowledge of fire prevention, FireSmart, and emergency preparedness programs.
- Some knowledge of fire and public safety education, fire service operation, and emergency management.
- Some knowledge of Microsoft and social media application software.
- Demonstrates exceptional interpersonal skills and demonstrates ability to deal tactfully with elected officials, co-workers, community representatives, and the public on various matters, including those of a sensitive nature.
- Demonstrates written and oral communications skills including exceptional presentation and public speaking.
- Ability to work independently within a collaborative teamwork approach.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Ability to use information technologies (computers, mobile devices, etc.) including familiarity with presentation development tools, education programs, and social media applications.
- Physically able to perform the duties of the position.
- Punctual, organized, and dependable.

Education, Training & Experience:

- 2 years related leadership experience including supervisory, facilitation and contract management experience.
- Understanding of forest practices, FireSmart education, and wildfire mitigation strategies.
- Technical report writing skills.
- Valid BC Class 5 Driver's License.
- Must be able or willing to attain Local FireSmart Representative qualifications.
- Must be able or willing to attain Wildfire Mitigation Specialist qualifications.
- Satisfactory Criminal Record.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **March 27, 2024**.

Position type:	Full-Time Temporary (6 months, 40 hours per week, Monday - Thursday)
Wage:	\$33.18 per hour (IAFF)
Benefits:	Additional 15% in lieu of benefits, vacation, and statutory holidays (unless a permanent employee)
Note:	At times, this position may be required to work on weekends