

# SUNSHINE COAST REGIONAL DISTRICT

# JOB DESCRIPTION

## Local FireSmart Representative

---

**REPORTS TO:** FireSmart Coordinator

**APPROVED BY:** Fire Chief, GDVFD

**EXEMPT (Y/N):** Yes

**SALARY LEVEL:** Exempt Grid Level 2

*Replaces: New*

**DATE:** July 2023

**SECTION:** Fire Services

**DIVISION:** Protective Services

**DEPARTMENT:** Planning and Development

*Date: July 2023*

---

**SUMMARY:** Reporting to the FireSmart Coordinator, the Local FireSmart Representative (LFR) is part of the Sunshine Coast Regional District's team that actively supports wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires, implementing FireSmart initiatives, supporting homeowners' and neighbourhood plans, and playing a central role in supporting community members in mitigating damage caused by wildfires.

### KEY RESPONSIBILITIES include:

1. Provides direction and assistance to other divisional staff and the public regarding the implementation of FireSmart principles on private and community land areas.
2. Provides FireSmart Home Ignition Zone Assessments and recommendations to homeowners to mitigate wildfire hazards on their properties.
3. Provides FireSmart Canada Neighbourhood Recognition Program wildfire hazard assessments and mitigation recommendations to neighbourhoods.
4. Collaborates with other LFR's in the delivery of services and provides leadership in areas such as recruitment, work direction, supervision of staff and volunteers, conflict resolution, learning and development, correcting behaviour and/or disciplinary action as appropriate.
5. Supports various administrative processes such as staff scheduling, administration of the collective agreement, and the development and application of policies and procedures.
6. Actively liaises with, recruits, and mentors motivated volunteers and community leaders to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
7. Provide assessments required for participants in the Community Resiliency Investment (CRI) program private land rebate initiative.

### TYPICAL ACTIVITIES include:

1. Develops and delivers FireSmart Presentations to community members.
2. Develops and/or attends community events such as Community Wildfire Preparedness Days, farmer's markets, local sporting events, school presentations, tradeshow, and more to engage with the public and distribute FireSmart information.
3. Oversees the recruitment of volunteers and motivated community leaders and provides coaching and mentoring as required in support of the planning, development, and implementation of wildfire mitigations in a variety of neighbourhoods.
4. Attends training in support of professional development in wildfire behaviour, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
5. Collaborates and coordinates with divisional staff and liaises with other BC FireSmart Committee member agencies such as BC Wildfire Service and local fire departments, and works closely with

emergency management staff, First Nations, BC Parks, and other applicable organizations in the area.

6. Provides information about appropriate mitigation measures that are available to individuals or neighbourhoods.
7. Other related duties as assigned.

#### **QUALIFICATIONS EDUCATION, AND EXPERIENCE**

- Completion of Grade Twelve (12) or equivalent.
- A minimum of two (2) years of experience in a relevant role such as fire prevention, FireSmart, emergency preparedness, wildfire mitigation, or similar type of responsibility.
- Completion of FireSmart 101 training supplemented by completion of a Local FireSmart Representative workshop or willingness to attain.
- Preference may be given to individuals who are actively engaged as firefighters.
- Valid Class 5 BC driver's license.

#### **OTHER SKILLS/KNOWLEDGE/ABILITIES**

- Working knowledge of fire and public safety education, fire service operation, fire prevention, FireSmart, emergency preparedness and response.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Ability to work effectively as a member of the SCRD team and under minimal supervision.
- Ability to work and travel in rural and remote areas.
- Ability to interact and deal effectively and professionally with clients, staff, and members of the public.
- Basic level of computer literacy that includes email, word processing, and spreadsheet software familiarity.
- Ability to communicate effectively, orally and in writing.