

## District of Wells

PO Box 219, 4243 Sanders Avenue, Wells, BC, V0K 2R0

Phone--250-994-3330 [www.wells.ca](http://www.wells.ca)

### **Job Posting: FireSmart Coordinator/Bylaw Officer**

**Location:** District of Wells

**Type:** Full-time, Two-Year Contract (Funding Dependent)

**Salary:** \$30/hour dependent upon qualifications

#### **About Us:**

The District of Wells is committed to enhancing community safety and environmental sustainability. We are seeking a highly skilled and organized individual to join our team as a FireSmart Coordinator/Bylaw Officer.

#### **Position Overview:**

The FireSmart Coordinator/Bylaw Officer will support wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work. This role also involves performing inspectional and regulatory work related to the enforcement of various bylaws to facilitate FireSmart works and other District bylaw enforcement needs.

#### **Key Responsibilities:**

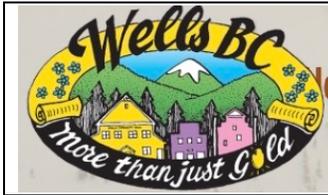
- Act as the primary contact for the Wells FireSmart Program.
- Seek and administer FireSmart grant opportunities.
- Coordinate public education initiatives funded through Community Resiliency Investment (CRI).
- Create communications related to FireSmart activities.
- Recruit, supervise, and train FireSmart personnel.
- Organize community events to promote FireSmart information.
- Coordinate FireSmart Home Ignition Assessments.
- Respond to public complaints and enforce regulations.
- Maintain detailed records and prepare reports.
- Bylaw enforcement duties are estimated at 10% of overall job

#### **Required Qualifications:**

- Two years of related leadership experience.
- Knowledge of fire prevention and emergency preparedness programs.
- A valid B.C. Driver's Licence and eligibility for RCMP security clearance.

#### **Preferred Qualifications:**

- Experience with FireSmart and Wildfire Mitigation work.
- Completion of FireSmart 101 and Wildfire Risk Reduction Course.



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### **Skills and Abilities:**

- Exceptional interpersonal and communication skills.
- Ability to work independently and manage multiple priorities.
- Strong organizational skills and attention to detail.

### **Application Process:**

Interested candidates are invited to submit their applications, including a resume and cover letter, highlighting their relevant experience and qualifications. Please send to: [general@wells.ca](mailto:general@wells.ca)

**Deadline for Applications:** March 27, 2026

### **Contact Information:**

Jerry Dombowsky, CAO  
[jerrydombowsky@wells.ca](mailto:jerrydombowsky@wells.ca)  
250-991-1155

Full job description available at [www.wells.ca](http://www.wells.ca)

The District of Wells thanks all applicants for their interest; however, only those selected for an interview will be contacted.