

District of Wells

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

Phone--250-994-3330 www.wells.ca

Job Description

District of Wells: FireSmart Coordinator/Bylaw Officer

Reports to: CAO

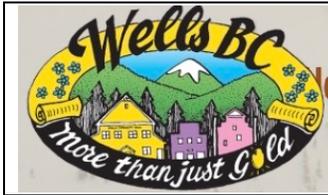
Position: Full-time two-year contract, funding dependent.

The District of Wells is in search of a highly skilled and organized individual to be the FireSmart Coordinator/Bylaw Officer. The Coordinator/Officer supports wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires and also performs inspectional and regulatory work related to the enforcement of a variety of bylaws to facilitate FireSmart works and other District bylaw enforcement needs.

The FireSmart Coordinator/Bylaw Officer is responsible for the facilitation of FireSmart-related activities within the District of Wells. The position will ensure that the FireSmart activities are supported, developed, and implemented in accordance with Provincial guidelines as well as with the direction and policy provided by the District of Wells. In this role you will also investigate and process complaints concerning bylaw infractions and violations; enforce regulations and bylaws; assist other departments in their enforcement of regulations and bylaws; explain and interpret bylaws and regulations to the public. The work involves considerable public relations contact and requires that you have good customer service skills in order to respond and problem solve with fairness, tact and diplomacy.

Responsibilities:

- Acts as the main point of contact for the Wells FireSmart Program.
Seek and administer new FireSmart grant opportunities.
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) funds.
- Create internal, external, and public communications related to FireSmart activities in the District of Wells.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel.
- Organizes participation at community events such as a Community Wildfire Preparedness Day, local markets, local sporting events, school presentations, tradeshow, and more to engage with the public and distribute FireSmart information.
- Organize, plan, and participate in community fuel mitigation events.
- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Coordinate FireSmart Home Ignition Assessments within the area.
- Coordinate the implementation of the FireSmart Canada Neighbourhood Recognition Program.
- Recruit motivated community leaders that can be mentored to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
- Facilitate FireSmart 101 sessions.



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- Establish and maintain social media presence for the distribution of FireSmart information.
- Engage with the FireSmart Resiliency Committee to share information on FireSmart activities.
- Collaborate and coordinate with other BC FireSmart Committee member agencies (BC Wildfire Service, fire departments, First Nations, BC Parks, etc.) in the area.
- Coordinate opportunities for staff to continue education in wildfire behaviour, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
- Ensure all materials adhere to the FireSmart Marks Usage and FireSmart Brand Guidelines.
- Assist the District of Wells in the updating of the Emergency Management Program.
- Assist in the Emergency Operations Centre as needed.
- Respond to public complaints, conduct site visits, gather evidence for infractions like unsightly premises, zoning violations, or business license issues.
- Educate the public, issue notices, Municipal Ticket Information (MTI)s, or Bylaw Offense Notices for non-compliance.
- Handle animal-at-loose bylaw infractions.
- Explain complex bylaws and regulations to residents and businesses.
- Maintain detailed records, prepare reports, and present evidence in court when necessary.
- Work with other departments, police (RCMP), and Crown Counsel.
- Perform other duties as assigned.
- Must be willing to work outside traditional working hours, and adverse weather conditions.

Required Qualifications:

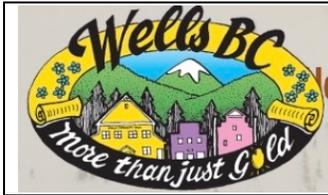
- Two years of related leadership experience, including supervisory, facilitation, and contract management experience.
- Knowledge of fire prevention, FireSmart, and emergency preparedness programs.
- Knowledge of fire and public safety education, fire service operation, and emergency management.
- Ability to effectively deliver educational and outreach materials to a variety of audiences.
- Local FireSmart Representative qualification or willingness to attain.
- A valid B.C. Driver's Licence plus eligibility to obtain RCMP security clearance is required.

Preferred Qualifications:

- Experience with FireSmart and Wildfire Mitigation work.
- Completion of FireSmart 101.
- Completion of the Wildfire Risk Reduction Course.
- Demonstrated understanding of Forestry principles.

Required Knowledge, Skills and Abilities:

- Exceptional interpersonal skills and the ability to deal tactfully with elected officials, co workers, community representatives and the public on various matters, including those of a sensitive nature.
- Excellent oral communications skills, including exceptional presentation and public speaking skills.
- Can work effectively in a highly independently and self-paced environment with a set budget.



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- Physically able to perform the duties of the position, punctual, organized, and dependable.

Information About the Position:

This position is for 35 hours per week, with a wage of \$30/hr. While the position is full time, highly qualified applicants wishing to work part time are encouraged to apply.

The District of Wells thanks everyone who shows interest in this position. However, only those chosen for an interview will be contacted.