



FIRE SERVICES OFFICER Competition 22-01

FNESS is currently inviting applicants for the position (multiple positions): Fire Services Officer

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization, as well as a registered charity, under the governance of a First Nation Board of Directors. FNESS assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs focus on Awareness, Preparedness, Mitigation and Recovery. The goals of a self-sustaining and resilient community must keep *safety* as a priority as we support the development of community and professional capacity.

POSITION SUMMARY

Reporting to the Fire Services Manager, the Fire Services Officer is responsible for the coordination and administration of all Fire Services programs. The Fire Services programs include Firefighter Training, Fire Prevention Education and Fire Officer Development. Follow-up with the Fire Services Manager and other Fire Services Instructors/Officers with deliverables and planning of training subjects and programs. Assist with the co-ordination, collection and administration of Fire Incident Reports from First Nation Communities.

WORKSHOPS AND TRAINING EVENTS

- Assist management in the pre-planning and development of larger events.
- Prepare and update training lesson plans and course objectives.
- Assist in the promotion of training programs, ensure:
 - Communities are contacted to find hosts for training courses/workshops/events.
 - Maintain the courses/workshops/events as advertised on the website with the support of the Communications and Marketing team.
 - Communities are contacted in and around the host location to inform them about the courses/workshops/events.
- Coordinate the facilitation of courses/workshops/events and liaise with host community, when necessary.

ADMINISTRATION

- Assist Fire Services Manager with program reports for both internal and external purposes.
- Answer and field calls. This position is the Point Contact Person and will redirect calls to the appropriate Fire Officers).
- Ensure required Fire Services program information is collected, entered and maintained in various Fire Services electronic databases and that these databases are properly managed.
- Assist the Administrative Coordinator with compilation and distribution of information packages and necessary forms to all First Nation Fire Departments and communities via mail, email, etc.
- Receive communication from enrollees and answer general questions regarding current and upcoming courses/workshops/events.
- Assist the Fire Services Manager with ordering educational materials.

- Perform other Fire Services Officer related duties as required, and as directed by the Fire Services Manager.

EDUCATION/TRAINING/EXPERIENCE

- Grade 12 education.
- British Columbia Structure Firefighter Minimum Training Standards training levels, Fire Service Instructor (NFPA 1041) Fire and Life Safety Educator (NFPA 1035) related courses and experience is a valued asset, but not mandatory.
- A combination of training and experience will also be considered.
- 2 – 3 years' experience in a supervisory role.
- Experience using computer systems and proficient with Microsoft Office programs.

SPECIAL REQUIREMENTS

- Available 24/7 during response to emergencies and disasters and willing to perform a variety of duties within the scope of the position's responsibilities.
- Ability to speak formally and informally to various audiences, including community meetings, local and regional elected representatives, First Nations Leadership Council, Local Government officials, businesses and industry experts (e.g., insurance, construction, etc.).

We are looking for the right fit to support the Fire Services Division. The successful candidate must possess a valid Class 5 BC driver's license, a clear current criminal record check (vulnerable section) and will be required to supply a current driver's abstract.

Preference may be given to individuals who self-identify as being of Indigenous ancestry.

TERMS: Full Time Employment Agreement

LOCATION: Remote Work

HOURS OF WORK: Monday to Friday 8:00 a.m. – 4:00 p.m.

Deadline for receiving applications is: Will remain open until filled. Only successful candidates will be contacted.

Please forward a current resume and cover letter to: HR@fness.bc.ca

Attn: Corporate Services Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC, V7J 3R5

Email: HR@fness.bc.ca

Fax: 604.669.9832