

REGIONAL DISTRICT OF BULKLEY-NECHAKO
Staff Job Description
FireSmart Educator

Job Title: FireSmart Educator

Date Prepared: September 29, 2021

Department: Protective Services

Reports to: Regional Fire Chief and Director of Protective Services

Summary:

The FireSmart Educator is responsible for the facilitation of FireSmart related activities within the Electoral areas of the Regional District of Bulkley-Nechako (RDBN). The position will ensure that the FireSmart activities are supported, developed and implemented in accordance with Provincial guidelines and the direction and policy provided by the RDBN.

The duties included, but are not limited to the following:

FireSmart Educator Responsibilities

- Organize, plan and participate in events to accomplish the goal of educating the public about the FireSmart principals.
- Provide FireSmart recommendations to homeowners to reduce the wildfire hazards on their properties by conducting site visits.
- Facilitate FireSmart 101 sessions throughout the Regional District of Bulkley Nechako
- Attend tradeshows, wildfire preparedness days, community events, etc to engage with the public and distribute information regarding the FireSmart principals.
- Create a FireSmart working group within the RDBN and host monthly conference calls.
- Represent the RDBN at various public events
- Attend training or workshops related to FireSmart
- Working and traveling in rural and remote areas
- Performs other duties as assigned.

Qualifications

- Some knowledge of fire prevention, FireSmart and emergency preparedness programs.
- Some 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.
- Some knowledge of Microsoft and social media application software.

Skills and Abilities

- 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 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.

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Certificates and Licenses

- Valid BC Class 5 Drivers License