



## OPPORTUNITY IN FIRE SERVICES

### Competition # 2019-05

Currently inviting resumes for full time Fire Services Manager(s) for FNESS - Fire Services Department.

The First Nations' Emergency Services Society (FNESS) is a charitable not-for-profit society in British Columbia (BC) that provides emergency, safety and health training for First Nations communities. To date, FNESS has earned a reputation for responding to the changing fire service, forest fuel management and emergency management needs of First Nations communities and has established a solid track record at the local, regional and provincial levels. This is reflected in both the growing demand of service requests from First Nations communities and the development of more government-sponsored programs with FNESS.

The **Fire Services Department** assists First Nations communities in BC to generate a holistic practice of structural and fire prevention and protection. The FNESS Fire Services Department is committed to establishing a network of structural fire services support for First Nations and neighbouring BC communities/local governments (e.g., municipal and regional governments) utilizing an all-hazards approach towards emergencies that is customized for First Nations communities in BC.

### **POSITION SUMMARY**

**FNESS Fire Services Manager(s)** report to FNESS Executive Director and is responsible for the guidance, support and the overall management and direction of the Fire Services program with regards to planning, human resources, financial management, programs, administration, community relations and committees for the benefit of First Nations communities throughout BC in fire prevention, protection and risk reduction.

***Duties and responsibilities may include, but are not limited to:***

Facilitation and coordination – includes capacity development and community support

- Provide leadership to coordinate and deliver fire training courses, fire prevention programs and other fire workshops or events assigned through work plans or directives.
- Perform research and analysis related to fire services trends and industry standards as directed.

Planning and Programs

- Develop, review and administer Fire Services Operational Plans and strategies, in consultation with the Executive Director.
- Coordinate and manage the delivery of all board approved FSD programs to First Nation Communities.

- Review and assess outcomes from delivered programs, takes corrective action where required and reports outcomes and findings to ED, Board and funders where appropriate.
- Develop in consultation with the Executive Director, FSD work plans and coordinates the delivery and administration of the Plans.
- Provide leadership and direction in the administration and delivery of services of FNESS Fire Services Programs.
- Manage the design and development of FSD program surveys, forms, manuals, brochures, and notices.
- Assess Fire Service Programs deliverables to ensure they are meeting the needs of First Nation communities as approved by the FNESS Board and those of funders, through surveys and direct evaluations.

### Human Resources

- Provide leadership and direction to Fire Services Program employees.
- Develop and review, in consultation with HR, Fire Services Employment agreements, and administers the Agreements according to FNESS Policy.
- Supervise employees in the FSD, appraises their performance in accordance with the FNESS Personnel Policy, and develops employee training and development plans.
- Coordinate regular meetings of FSD employees.

### Financial Management

- Develop, manage, monitor and report upon in consultation with CFO, the Fire Services Department (FSD) budgets and administers the budget as approved by the Board.
- Develop proposals for FSD funding, in consultation with the CFO.
- Assists in the administration of fire services program funding agreements.
- Monitor the financial affairs of the FSD Programs and provide regular quarterly financial reports to the Board.
- Provide regular and special Program Reports to the Executive Director.

### Administration

- Prepare program reports to funders and other organizations as needed.
- Manage and provide direction in the collection and management of Program data.

- Work closely with other FNESS Programs in providing service and support to First Nation Communities and others where applicable.
- Oversee and ensure the development and administration of FSD files and ensures that Program files are kept current and complete.
- Perform other duties and responsibilities as necessary in the performance of the position, and as directed by the Executive Director.

### Community Relations

- Maintain on-going communication with First Nation Communities and others where applicable.
- Represents FNESS within First Nations Communities, committees, governments and with other organizations, as required.
- Develop and maintain a level of trust, integrity and professionalism with First Nation Communities.

### **PERSONAL QUALIFICATIONS AND OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Related degree or diploma, plus a minimum of 10 years' experience in the fields of Fire Services: Fire Prevention, Fire Suppression and/or Fire Training divisions, emergency management or a related field (preference given to First Nations environments).
- Minimum 3 to 5 years in a management position.
- Strong leadership, financial management, and business management skills.
- Sound knowledge of current Fire Service standards and management practices.
- Sound knowledge of current legislation, policy, standards and practices related to Fire Services.
- Experience working closely with First Nations communities and service organizations.
- Strong interpersonal skills.
- Strong communication skills in written as well as verbal communication and proficient in use of electronics and computer programs.
- Additional Preferred Qualifications include: Fire Officer I and II (NFPA certification or equivalent), Fire Life Safety Educator Level 1 (NFPA certification or equivalent), Fire Inspector 1 and II (NFPA certification or equivalent), Fire Instructor 1 (NFPA certification or equivalent).

### **REQUIREMENTS**

- Travel in all forms of ground, air and marine transportation to rural and remote areas of BC, as requested.
- Required at all times to adhere to FNESS policies, standards, governing regulations and procedures.
- Develop and maintain a level of cultural awareness of First Nations communities as it relates to the professional delivery of FNESS Fire Services programs and initiatives.
- Develop and maintain a level of trust, integrity and professionalism with communities, clients and organizations.
- Physically capable to participate in field work throughout BC.

FNESS is looking for enthusiastic individuals to support the FNESS Fire Services Department. Successful candidates must possess a valid Driver's License, obtain a current criminal record check which includes a vulnerable sector check and submit a current driver's abstract. An understanding of First Nation peoples, protocols and customs as it relates to timely, accessible and culturally-congruent FNESS Fire Services planning and program delivery is beneficial.

The posting(s) will remain open until suitable candidate(s) are identified.

Please forward a current resume and cover letter, including references to: [HR@fness.bc.ca](mailto:HR@fness.bc.ca)

Attn: Executive Director  
First Nations' Emergency Services Society of BC  
A 274 Halston Road  
Kamloops, BC, V2H 1P7  
Email: [HR@fness.bc.ca](mailto:HR@fness.bc.ca)  
Fax: 250.377.7600