



Fire Services Officer Competition 24-13 - External/Internal Posting

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation and Recovery.

POSITION SUMMARY:

The Fire Services Officer supports the development, coordination, promotion, administration, and delivery of the FNESS Fire Service Programs to First Nation Communities. This position involves directly instructing programs, coordinating training events, and assisting in the operational aspects of the Fire Services department.

POSITION RESPONSIBILITIES:

- Assists the Community Support Manager with the administration and coordination of all Fire Services programs, ensuring effective program delivery and compliance with established objectives. This includes maintaining an understanding of records management systems used in training.
- Prepares and updates training lesson plans and course objectives, delivers training sessions, and ensures that all training materials are accurate and current, with a proactive approach to keeping content up-to-date and relevant to First Nation Communities' needs.
- Assists in the planning and facilitation of workshops and training events, manages logistics and liaises with host communities to ensure smooth execution of events. This role is critical in promoting training programs and overseeing all aspects of event organization, including registrations and inquiries.
- Coordinates the collection and administration of Fire Incident reports, assists with the maintenance of program data, and contributes to regular reports on program effectiveness, providing weekly work plans to ensure all tasks and responsibilities are tracked and managed efficiently.
- Engages with First Nation Communities to promote training programs and enhance the visibility and impact of Fire Services, ensuring that educational offerings align with the community's specific needs and cultural practices.
- Ensures operations are compliant with relevant industry regulations, including WorkSafe BC, BC Employment Standards, and Occupational Health and Safety guidelines, participate ongoing risk assessments to enhance program integrity.

POSITION REQUIREMENTS:

- Grade 12 with the following certifications in Fire Services preferred: NFPA 1041 Fire Service Instructor, NFPA 1035 Fire and Life Safety Educator, NFPA 1001 and NFPA 1002.
- 3-5 years of experience in fire services or emergency response.
- Proficient in using computer systems, including Microsoft Office and other relevant software programs.

- Demonstrates strong leadership capabilities and the ability to effectively manage and instruct in a dynamic and diverse environment.
- Proven ability to navigate complex situations with tact and diplomacy, particularly in culturally diverse settings.
- Exceptional problem-solving skills and the capacity to adapt to changing circumstances and challenges.
- Commitment to continuous learning and professional development, especially in areas relevant to First Nations fire safety and emergency management.
- Exhibits strong interpersonal skills and a commitment to cultural competence, with a focus on working respectfully and effectively within diverse cultural contexts, adapting interactions to foster inclusivity and safety for all individuals.

ADDITIONAL REQUIREMENTS:

- Knowledge of the First Nations culture, customs, and language is essential for this position
- Criminal Records Check (Vulnerable Sector)
- Valid Class 5 BC Driver's License

POSITION TYPE: Full-time Employment Agreement, 7.5-hour shift Monday to Friday

LOCATION: Hybrid Work

COMPENSATION: \$80,000 a year. Competitive compensation based on qualifications and experience.

RESPONSE: May be added to the FNESS Emergency Support Centre roster and will be available as required.

CLOSING DATE: Internal – December 9, 2024, at 12:00 pm; External – open until filled

BENEFITS:

- Dental care
- Life insurance
- Paid vacation
- Extended health care
- Pension plan

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however, preference will be given to applicants in the Northern Region, only those selected for an interview will be contacted.

Please forward a current resume and cover letter to:

HR@fness.bc.ca

Attention: Community Support Manager

First Nations' Emergency Services Society of BC

102-70 Orwell Street

North Vancouver, BC V7J 3R5