



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20260720_FSC
POSITION TITLE:	FIRESMART COORDINATOR
DEPARTMENT:	EMERGENCY PROGRAM
POSITION TYPE:	FULL-TIME TEMPORARY AUXILIARY UNION POSITION (GRANT-FUNDED)
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 9 - \$40.70/hr (2026 rate)
HOURS OF WORK:	Generally, Monday – Friday between 8am – 5pm, 35 hours per week; however, regular working hours may include scheduled evenings and/or weekends to accommodate programs that take place outside of business hours. The role may be required to support emergency operations during emergency responses.
BENEFITS:	Per the Terms of the CUPE 374 Collective Agreement for Auxiliary employees

The City of Colwood has an opportunity for a **Full-Time Temporary Auxiliary FIRESMART COORDINATOR** in the **Emergency Program Department**. This is a UNION position with CUPE, Local 374. This grant-funded position is currently approved for an approximate nine (9) month term. Continuation or renewal of the position beyond the term is subject to future grant funding, operational requirements, and organizational needs.

The ideal candidate is a proactive, community-minded professional who is passionate about wildfire resilience, public safety, and emergency preparedness. They are an effective communicator who enjoys engaging with residents, volunteers, partner agencies, and municipal staff, and can confidently deliver public education and outreach initiatives to diverse audiences.

NATURE AND SCOPE OF WORK

Reporting to the Fire Chief or designate, with direction and functional supervision from the Emergency Program Officer, the FireSmart Coordinator serves as the primary point of contact for the FireSmart Program, leading the planning, implementation, and advancement of the City's FireSmart initiatives in alignment with provincial guidelines.

This role plays a key part in wildfire preparedness, prevention, and mitigation efforts by engaging residents through public education, conducting assessments, and coordinating mitigation activities to reduce wildfire risk in the community.

As a member of the Emergency Program, the role also supports broader emergency management functions, contributing to mitigation and preparedness efforts, including public education and Emergency Operations Centre (EOC) readiness and activations.

The position requires strong collaboration with internal departments, regional partners, and the public, and may involve after-hours work to support emergency activations, training, and community engagement initiatives.





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As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Two (2) years of experience in a related role, including work in wildfire mitigation, suppression, emergency management, or an equivalent field, along with demonstrated leadership experience, involving supervision, facilitation, and contract management.
- Completion of FireSmart 101.
- 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.
- Demonstrated proficiency with Microsoft Office applications and social media platforms.
- Local FireSmart Representative qualification or ability to attain it.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Satisfactory Canada Police Information Check for the vulnerable sector.
- Valid Class 5 BC Driver's License with an acceptable driver's abstract

PREFERRED EXPERIENCE OR QUALIFICATIONS

- Post-secondary certificate or diploma in emergency management, forestry/natural resources, environmental studies, or similar is a strong asset.
- Experience with FireSmart and Wildfire Mitigation work.
- Occupational First Aid (OFA) Level 1/Basic is an asset.

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20260720_FSC**, please submit your **resume and cover letter describing how you meet the position requirements**, in confidence, to the Fire Chief, at careers@colwood.ca.

The posting closes at 4:30pm on Thursday, July 30, 2026.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

