



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: FIRESMART COORDINATOR
DEPARTMENT: EMERGENCY PROGRAM
POSITION TYPE: FULL-TIME TEMPORARY AUXILIARY UNION POSITION (GRANT-FUNDED)
PAY GRADE: PAY GRADE 9
LAST UPDATED: JUNE 5, 2026

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.

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.

TYPICAL DUTIES AND RESPONSIBILITIES

- Acts as the main point of contact for the City of Colwood FireSmart Program.
- Seek and administer new FireSmart grant opportunities.
- Coordinate public education work being completed through the Community Resiliency Investment (CRI) funds.
- Create internal, external, and public communications related to FireSmart activities in the City of Colwood.
- Recruit, supervise, coordinate, and provide training for FireSmart personnel.
- Organize the City of Colwood's participation at community events such as Community Wildfire Preparedness Day, farmer's markets, local sporting events, school presentations, tradeshow, and more to engage with the public and distribute FireSmart information.



- Organize, plan, and participate in community fuel mitigation events.
- Provide direction and assistance to implement FireSmart principles on private and community land areas.
- Coordinate FireSmart Home Ignition Assessments within the City of Colwood.
- Coordinate the implementation of the FireSmart Canada Neighbourhood Recognition Program.
- Recruit motivated community leaders that can be mentored to work with self-organized groups of citizens as they plan and implement wildfire mitigations in their own neighbourhoods.
- Facilitate FireSmart 101 sessions.
- Create a FireSmart working group, Community FireSmart Committee, and Resiliency Committee within the City of Colwood and host monthly conference calls.
- Collaborate and coordinate with other BC FireSmart Committee member agencies (BC Wildfire Service, fire departments, First Nations, BC Parks, etc.) in the area.
- Coordinate opportunities for staff to continue education in wildfire behaviour, structure ignition, wildfire hazards in the Wildland Urban Interface, and FireSmart mitigations for reducing wildfire risk.
- Ensure the City of Colwood adheres to the FireSmart Marks Usage and FireSmart Brand Guidelines.
- Performs other related duties as assigned

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.



REQUIRED KNOWLEDGE, 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.
- Physically able to perform the duties of the position, punctual, organized, and dependable.
- Ability to function efficiently without direction to establish and maintain effective working relationships with volunteers, municipal officials and other employees, to meet and successfully serve the public on a continuing basis.
- Ability to maintain the confidentiality of matters as required.
- Ability to work well under pressure and to a deadline with attention to detail.
- Thorough knowledge of business English, spelling and punctuation.
- Thorough familiarity with modern work processing techniques and procedures.
- Ability to work a variable work schedule when required, including evenings and/or weekends, usually with notice.

Demonstrate consistent understanding and application of the following competencies:

- Adaptability: Willingness to be flexible in a changing environment.
- Relationship Building: Establishes and maintains respectful and cooperative working relationships.
- Effective Communication: Communicates effectively with others.
- Problem Solving: Recognizes and acts to resolve problems.
- Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
- Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
- Safety Focus: Remains mindful of physical and psychological safety at all times and performs work in a way that minimizes risk of injury to self or others.
- Customer Focus: Provides excellent service to both internal and external customers.
- Personal insight and Rapport: demonstrates Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates courage to do what is right.

WORKING CONDITIONS:

The position involves both office and field work, including outdoor activities in various weather conditions. Some travel within the region will be required for offsite meetings and events. Regular working hours may include evenings or weekends to accommodate programs that take place outside of usual business hours. The role may be required to support emergency operations during emergency responses.