

**FIRESMART CREW MEMBER**

---

<b>EXEMPT (Y/N):</b> NO	<b>DIVISION:</b> Protective Services
<b>SALARY LEVEL:</b> Grid 1, Level 6 (Under Review)	<b>DEPARTMENT:</b> Planning and Development
<b>LOCATION:</b> Field Road	<b>SUPERVISOR:</b> FireSmart Coordinator
<b>APPROVED BY:</b> Fire Chief, GDVFD	<b>DATE:</b> February 2024
<i>Replaces:</i> New	<i>Date:</i> n/a

---

**SUMMARY:** Under the general direction of the Local FireSmart Representative and the Wildfire Mitigation Specialist, the FireSmart Crew Member is responsible for supporting the implementation of the FireSmart Program within the Sunshine Coast Regional District by working to assist community members in taking steps to FireSmart their homes and supporting public education. The Sunshine Coast Regional District FireSmart team supports wildfire preparedness, prevention, and mitigation through public education, assessments, and mitigative work to reduce community risk from wildfires.

**KEY RESPONSIBILITIES** *include:*

1. Maintains equipment, gear, including cleaning and general maintenance.
2. Assists with rapid mitigation during local wildfire emergencies.
3. Assists with educational and outreach to a variety of audiences.
4. Follows safety protocols and procedures to ensure personal safety and the safety of team members.
5. Maintains records and document work activities, including vegetation management, hazard assessments, and project progress.
6. Follows FireSmart guidelines and standards for vegetation management and wildfire mitigation activities.

**TYPICAL ACTIVITIES** *include:*

1. Provides general yard work, including moving firewood and cleaning gutters.
2. Assists with vegetation management, including pruning, brushing and chipping.
3. Attends community events such as Community Wildfire Preparedness Day, farmers’ markets, local sporting events, school presentations, tradeshow and more to engage with the public and distribute FireSmart information.
4. Educates homeowners and the community about fire safety and the importance of FireSmart principles, including wildfire resistant building materials and landscaping practices.
5. Performs other related duties as assigned.

**EDUCATION, EXPERIENCE and TRAINING:**

- Completion of Grade 12 or equivalent.
- A minimum of one (1) year of experience in a relevant role such as fire prevention, FireSmart, or similar type of responsibility.
- Knowledge of safe work policies related to equipment, tools and work procedures.
- Experience in the use of brush and chainsaws, ladders, hand tools and other motorized equipment.
- Completion of FireSmart 101.

- Local FireSmart Representative qualification, Wildfire Mitigation Specialist qualification or willingness to attain.
- Preference may be given to individuals who are actively engaged as firefighters.
- Valid Class 5 BC driver's license.

**OTHER SKILLS/KNOWLEDGE/INFORMATION**

- Ability to work and travel in rural and remote areas.
- Ability to communicate effectively, orally and in writing.
- Ability to interact and deal effectively and professionally with clients, staff, and members of the public.
- Ability to work effectively as a member of the SCRD team and under minimal supervision.
- Basic level of computer literacy that includes email, word processing, and spreadsheet software familiarity.
- May be required to work a variety of shifts including weekends.
- Occasionally performs tasks requiring significant physical effort.
- Basic level of computer literacy; including, word processing and spreadsheet software.
- Ability to communicate effectively, orally and in writing.
- The incumbent is expected to support corporate sustainability and workplace safety objectives.