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## **Wildfire Mitigation Specialist**

**Job Title:** Wildfire Mitigation Specialist (WMS)

**Date Prepared:**

**Reports to:** FireSmart Coordinator or Wildfire Mitigation Supervisor

### **Summary of Position:**

The Wildfire Mitigation Specialist is responsible for the facilitation of the FireSmart Home Partners Program and other related activities within the program boundaries of the . The position will ensure that homeowners can access detailed home assessments to reduce their wildfire risk.

### **Wildfire Mitigation Specialist Responsibilities:**

The duties include but are not limited to the following:

- Work collaboratively with the Wildfire Mitigation Supervisor or the FireSmart Coordinator or similar coordinator to deliver the FireSmart Home Partners Home Assessment Program and the FireSmart Canada Neighbourhood Recognition Program.
- Schedule and deliver awareness campaigns and public education activities on the FireSmart Home Partners and the FireSmart Canada Neighbourhood Recognition Program.
- Support Community FireSmart Committees in their effort to gain recognition.
- Schedule FireSmart Home Assessments for completion under the FireSmart Home Partner's Program.
- Schedule and Complete FireSmart Neighbourhood Hazard Assessments to interested neighbourhoods throughout your region of designation.
- Based on hazard assessment, provide FireSmart recommendations to homeowners that reduce the wildfire hazards on their properties.
- Complete documentation, edits, and follow-up for the FireSmart Home Partners Program and FireSmart Neighbourhood Assessments in a timely manner.
- Support the implementation of a FireSmart Rebate Program in your area of designation.
- Establish and maintain resource contact lists on a regular basis to assist residents to FireSmart their communities and properties.
- Coordinate your FireSmart local program with the Provincial Home Partners Coordinator.

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**Required Qualifications:**

- Two-year diploma or equivalent experience in Forest Technology, Natural Resource Management, Structural Firefighting, Wildland Firefighting or similar (an equivalent combination of education and experience would be considered)
- Wildfire Mitigation Specialist Designation or willing to attain.
- Ability to write detailed technical reports.
- Ability to effectively deliver education and outreach materials to a variety of audiences.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of wildfire behaviour and wildfire management principles.
- Demonstrated risk assessment and risk mitigation knowledge.
- Knowledge of the FireSmart Home Partners Program and the FireSmart Canada Neighbourhood Recognition Program.
- General knowledge and awareness of emergency management, planning, forestry, landscaping, and building construction principles.
- Ability to work with and provide education to the public in both one-on-one and group settings.
- Ability to make professional group presentations.
- Ability to work independently within a collaborative teamwork approach.
- Proficient in written communication skills and ability to use information technologies (computers, mobile devices, etc.), including familiarity with presentation development tools, education programs, and social media applications.

**Required Certificates and Licenses:**

- Successful completion of the S100 Fire Suppression or SPP-WFF1 course.
- Local FireSmart Representative Certification.
- Valid BC Class 5 Drivers.
- Satisfactory Canada Criminal Record Check.

**Acceptance:**

I have read and discussed the expectations for this position. My direct supervisor has explained the associated tasks to me, and I am prepared to accept these responsibilities:

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Signature