



The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	FireSmart Coordinator
Status:	Regular Full-Time
Work Area:	Emergency Management
Posting Date:	November 12, 2025
Closing Date:	November 28, 2025

GENERAL SUMMARY

Under the supervision of the Emergency Program Manager, the FireSmart Coordinator serves as the primary point of contact for the FireSmart Program, delivering wildfire safety initiatives tailored to the community's specific needs. This position supports wildfire preparedness, prevention, and mitigation efforts within the District of Squamish by engaging residents through public education, organizing community events, and supporting FireSmart activities that promote safer homes and neighbourhoods.

KEY DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate Vision, Mission and Values: Respect, Integrity, Connection, and Progress.
- Coordinates and conducts FireSmart home and community assessments; prepares and submits reports outlining findings, recommendations, and mitigation strategies tailored to the specific site.
- Coordinates the FireSmart Canada Neighbourhood Recognition Program.
- Organizes and executes wildfire resiliency and fuel management projects and events in collaboration with relevant partners.
- Promotes awareness and access to FireSmart education, training, and certification opportunities through outreach and communication efforts.
- Works with District teams to promote FireSmart practices in everyday operations and community projects.
- Acts as the project lead for the Community Wildfire Resiliency Plan (CWRP) through coordination with consultants, stakeholder engagement, and implementation of mitigation initiatives.
- Identifies and prioritizes high-risk wildfire zones within the community for focused mitigation efforts.
- Collaborates with the Communications department to develop and distribute internal and external communications related to FireSmart activities.
- Coordinates with British Columbia Wildfire Service zone staff to promote cross-training and inter-agency collaboration.
- Supports the Manager in budget planning and maintains accurate financial tracking and oversight of the FireSmart program.
- Carries out year-end financial processes, including preparing documentation for grant reporting and tracking compliance with funding requirements.
- Leads the procurement activities related to FireSmart initiatives, including sourcing materials, coordinating vendor relationships, and ensuring purchases align with budgetary guidelines and program needs.
- Coordinates and participates in public education events and outreach initiatives, including those funded through the Community Resiliency Investment (CRI) program.
- Identifies, applies for, and coordinates new FireSmart and Fuel Management grant opportunities in collaboration with relevant partners.
- Participates in the recruitment, training, supervision, and coordination of staffing and volunteer efforts supporting FireSmart initiatives.
- Leads or actively participates in a Community FireSmart and Resiliency Collaborative (CFRC).
- Supports emergency program-related activities as required, including Emergency Support Services and Emergency Operations Centre training and activations.



SQUAMISH

HARDWIRED *for* ADVENTURE

WORKING CONDITIONS

- This position involves both office-based and field work, including outdoor activities in various weather conditions.
- Occasional evening and weekend work may be required to support public education events and emergency response activities.
- Physical demands may include walking on uneven terrain, lifting materials, and setting up event equipment.
- Travel within the District and surrounding areas is required; a District vehicle may be provided for work-related travel.
- The role may be required to support emergency operations during emergency responses.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Strong knowledge of FireSmart principles and best practices for wildfire risk reduction.
- Working knowledge of risk assessment principles and inspection procedures.
- Solid understanding of emergency preparedness, fire prevention, and community resiliency planning.
- Solid understanding of public safety education and emergency management practices.
- Familiarity with provincial FireSmart guidelines, including the Community Resiliency Investment (CRI) program and FireSmart Canada initiatives (e.g., Neighbourhood Recognition Program, FireSmart 101).
- Understanding of grant processes, including application, administration, and reporting requirements.
- Organized and detail-oriented with the ability to perform multiple duties simultaneously while meeting deadlines.
- Ability to communicate effectively and foster collaborative relationships with diverse teams and community members.
- Strong computer skills, including proficiency in the MS Office suite.
- A high degree of self-motivation, interest in taking initiative, and the ability to work independently.
- Ability to read maps, collect and record data, and utilize GPS units.
- Ability to work well under pressure and adapt smoothly to changing priorities.

REQUIRED TRAINING, EDUCATION, AND EXPERIENCE

- Valid BC Class 5 Driver's License with a safe driving record.
- Minimum of 2 years' experience in a similar role, including working with wildfire mitigation, planning, suppression, recovery, emergency management or equivalent.
- Completion of a post-secondary program in forestry, emergency management or a related field.
- Completion of FireSmart 101 and the Wildfire Risk Reduction (WRR) course.
- Local FireSmart representatives (LFR) certification or willingness to obtain.
- Occupational First Aid level 1 certificate or higher.
- An equivalent combination of education, training and experience.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, fortnight schedule. Occasional evening and weekend work may be required.

Salary: \$39.73 per hour (2024 rate)

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #25-110** or submit your paper application to:

Human Resources

District of Squamish

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