



Director of Fire & Emergency Services

Yaqit ʔa·knuqti'it (Tobacco Plains Band) is a rural First Nations community located near Grasmere BC in one of the most beautiful and natural parts of British Columbia. We are seeking an experienced individual for the position of Director of Fire & Emergency Services. This position will lead our department in ensuring the safety and well-being of our community. The ideal candidate will possess strong leadership qualities, extensive knowledge of fire prevention and emergency response strategies, a strong understanding of the region and a commitment to excellence in our First Nation community.

Responsibilities

- Develop and implement comprehensive fire prevention and emergency response strategies tailored to the unique needs and challenges of Yaqit ʔa·knuqti'it.
- Recruit, lead, manage, and mentor administrative staff, fostering a culture of professionalism, collaboration, and dedication to service.
- Recruit, lead, manage, and mentor a team of firefighters and emergency responders, fostering a culture of professionalism, collaboration, and dedication to service.
- Research, identify and apply for funding opportunities from government agencies, foundations, corporations and other sources that align with the priorities and goals of Yaqit ʔa·knuqti'it Fire & Emergency Management Department.
- Develop an annual work plan to ensure the efficient function of the department.
- Develop and manage the department budget, allocate funds for personnel, equipment, training, and other operational needs, ensuring transparency and accountability.
- Coordinate training programs to ensure that all personnel are proficient in fire suppression techniques, emergency medical procedures, cultural sensitivity, and community engagement.
- Develop, maintain and update a community specific Hazards, Risks, and Vulnerability Analysis.
- Develop, maintain and update emergency response plans, evacuation procedures, communication protocols, and resource allocation strategies in collaboration with community leaders and stakeholders.
- Establish and maintain partnerships with local, regional, and national agencies to enhance mutual aid agreements, resource sharing arrangements, and interoperability of emergency services.
- Conduct regular assessments and inspections of residential, commercial, public buildings and general reserve lands, to identify fire hazards, ensure compliance with safety regulations, and provide education to community members.



- Serve as the primary point of contact during emergency incidents, directing response efforts, managing resources, and communicating with community members, leaders, and external agencies.
- Evaluate the effectiveness of fire prevention and emergency response initiatives, analyze data, and develop recommendations for continuous improvement.
- Represent Yaqit Pa'knuqti'it in meetings, conferences, and public forums related to fire and emergency services, advocating for the needs and priorities of our community.

Qualifications:

- Bachelor's degree in fire science, emergency management, public administration, or a related field; or equivalent in training and experience.
- Minimum of 3 years of progressively responsible experience in fire and emergency services.
- Proven track record of successful emergency response, incident command, and personnel management.
- Strong communication, interpersonal, and problem-solving skills.
- Ability to work effectively under pressure and in high-stress situations.
- Strong financial acumen.
- Valid driver's license and clean driving record.
- Demonstrated knowledge of Yaqit Pa'knuqti'it culture and community.

Compensation:

- Salary will be commensurate with skills and experience and will be between \$80,500 to \$105,000 annually.
- Medical, Dental, Disability and Life Insurance
- Pension Program
- Standard benefits as a Federally Regulated Employer

Please send your resume, and a cover letter to:
Email: danielle.eaton@tobacco Plains.org

Or mail to:

Chief Administrative Officer
Tobacco Plains Indian Band
PO Box 76, Grasmere BC V0B 1R0

This competition will remain open until May 17, 2024 at 12:00pm