



Job Description

POSITION TITLE:	Fire & Emergency Services Officer
LOCATION:	Yaqit ʔa·knuqʔiʔit First Nation (Tobacco Plains Band), Grasmere, BC
DEPARTMENT:	Fire & Emergency Services
CLASSIFICATION:	Staff
REPORTS TO:	Director, Fire & Emergency Services

JOB SUMMARY:

The Fire & Emergency Services Officer supports the safety, preparedness, and resilience of Yaqit ʔa·knuqʔiʔit First Nation (“YQT”) through emergency response, fire prevention, emergency preparedness, and wildfire risk reduction. Reporting to the Director of Fire & Emergency Services, the position provides operational response to fires, medical emergencies, and other incidents while coordinating and delivering the Nation’s FireSmart initiatives. The Officer works collaboratively with community members, departments, and partner agencies to strengthen emergency preparedness, reduce wildfire risk, and support a safe and resilient community.

CULTURAL SAFETY:

All positions at Yaqit a·knuqʔiʔit First Nation must serve the ʔakanuxunik’ people in a manner that respects, enhances, and promotes the cultural identity and well-being of both the individual and the staff. This position is responsible for:

- Build respectful and trusting relationships with community members when providing emergency services, education, assessments, and recommendations.
- Recognize and respect Yaqit ʔa·knuqʔiʔit values, knowledge, priorities, and connection to the land when supporting emergency preparedness and wildfire mitigation activities.
- Communicate fire safety and emergency preparedness information in a clear, respectful, practical, and accessible manner.
- Work collaboratively with community members, leadership, departments, and partner agencies to strengthen community safety and preparedness.
- Demonstrate professionalism, compassion, sound judgment, and respect when responding to community members during emergency and high-stress situations.

KEY RESPONSIBILITIES:

Emergency Response & Fire Services

- Respond to fires, medical emergencies, motor vehicle incidents, and other emergency situations within Yaqit ʔa·knuqʔiʔit First Nation and surrounding areas, as required.
- Perform firefighting, rescue, emergency medical response, fire suppression, scene safety, and other emergency response activities within the scope of training and certification.
- Safely operate, inspect, and maintain firefighting apparatus, emergency vehicles, personal protective equipment, tools, and other emergency response equipment.
- Work collaboratively with other emergency responders, fire departments, emergency management agencies, and community partners during emergency incidents.
- Participate in regular training, drills, exercises, and professional development to maintain operational readiness and required competencies.
- Support community emergency preparedness planning, exercises, public education, and readiness initiatives in collaboration with the Director of Fire & Emergency Services.

- Complete and maintain accurate incident reports, equipment records, and other required emergency response documentation.
- Follow established emergency response procedures, occupational health and safety requirements, incident command practices, and applicable legislation and standards.

FireSmart & Wildfire Mitigation

- Coordinate and implement FireSmart programs and initiatives based on the needs, priorities, and environment of Yaqit ʔa-knuqʔit First Nation.
- Conduct FireSmart Home Ignition Zone and other wildfire hazard assessments and provide practical mitigation recommendations to homeowners, neighbourhoods, and the community.
- Support community members in implementing FireSmart principles and wildfire mitigation measures on private and community lands.
- Deliver FireSmart and fire prevention education through presentations, workshops, community events, and one-on-one engagement with community members.
- Coordinate assessments, documentation, and activities associated with FireSmart programs, including the Community Resiliency Investment (CRI) program and applicable rebate initiatives.
- Collaborate with community members, leadership, land managers, contractors, BC Wildfire Service, neighbouring fire departments, First Nations, and other partners to support wildfire preparedness and mitigation activities.
- Monitor FireSmart initiatives, maintain required program records and reporting, and identify opportunities to strengthen wildfire risk-reduction efforts.
- Maintain current knowledge of FireSmart standards, wildfire behaviour, fire prevention, and emerging wildfire mitigation practices.
- Perform other related duties as assigned by the Director of Fire & Emergency Services.

KEY COMPETENCIES:

- Knowledge of fire prevention, firefighting operations, emergency response and preparedness, FireSmart principles, and wildfire risk-reduction practices.
- Knowledge of emergency response procedures, incident command practices, emergency scene safety, and safe work practices.
- Ability to remain calm, exercise sound judgment, and respond effectively in emergency and high-pressure situations.
- Excellent interpersonal, verbal, and written communication skills, including the ability to communicate fire safety and technical information clearly to a variety of audiences.
- Ability to build respectful and effective relationships with community members, colleagues, leadership, and external partners.
- Strong organizational and time-management skills, with the ability to manage competing priorities and maintain accurate records and documentation.
- Ability to work independently, take initiative, and work effectively as part of a team.
- Cultural awareness and the ability to work respectfully and effectively within a First Nation community.

QUALIFICATIONS:

- Grade 12 diploma or equivalent.
- Current Emergency Medical Responder (EMR) license in good standing in British Columbia.
- Previous experience as an ambulance attendant considered an asset.
- Relevant experience in firefighting, emergency response, wildfire mitigation, fire prevention, or a related field; an equivalent combination of education, training, and experience may be considered.
- Completion of FireSmart 101, Wildfire Risk Reduction training, and Local FireSmart Representative (LFR) qualification, or willingness to obtain upon hiring.

- Required firefighting and emergency response certifications, or willingness and ability to obtain required training and certifications
- Valid Class 4 BC Driver's Licence with an acceptable driver's abstract.
- Ability to respond to the YQT Fire Hall within 20 minutes when required for emergency response/on-call duties.
- Satisfactory Criminal Record Check.

WORKING CONDITIONS/ JOB ENVIRONMENT:

- Physical Demands – Regular periods of standing, walking, bending, lifting, carrying, climbing, and other physically demanding activities. Must be able to safely operate emergency response equipment and perform firefighting and emergency response duties while wearing required personal protective equipment.
- Environment – Work is performed in a combination of office, community, residential, vehicle, and outdoor environments. Regular exposure to varying weather conditions, uneven terrain, smoke, heat, fire, and other hazards associated with firefighting, wildfire mitigation, and emergency response.
- Mental Effort – Moderate to high mental demands, including responding to emergency and potentially distressing situations, assessing hazards, making timely decisions, and remaining calm and focused under pressure.
- Position Type/Expected Hours of Work – Regular full-time hours with availability for on-call rotations, emergency callouts, evenings, weekends, and holidays as operationally required.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not an exhaustive list of all responsibilities and activities required for the position.



Yaqit ʔa·knuqʔiʔit

Fire & Emergency Services Officer

Term (6 Months)

Part-Time or Full-Time Position

Competition #: 2026-12

Location: Based out of the Yaqit ʔa·knuqʔiʔit Administration Office

Position Summary:

Yaqit ʔa·knuqʔiʔit First Nation (“YQT”) is a rural First Nation located near Grasmere, BC, in one of British Columbia's most beautiful natural settings. Yaqit ʔa·knuqʔiʔit First Nation (YQT) is seeking a Fire & Emergency Services Officer to help support the safety, preparedness, and resilience of the community.

Reporting to the Director of Fire & Emergency Services, this hands-on role responds to fires, medical emergencies, and other incidents while also supporting fire prevention, emergency preparedness, and wildfire risk reduction initiatives. The Officer will coordinate and deliver YQT’s FireSmart initiatives and work closely with community members, YQT departments, and partner agencies to strengthen emergency preparedness and reduce wildfire risk. This is a great opportunity for someone who enjoys a mix of emergency response, community-based work, and proactive prevention and preparedness.

Cultural Safety:

Our organization is committed to serving the ʔakanuxunik people in a manner that respects, enhances, and promotes their cultural identity and well-being. This position supports cultural safety by building respectful and trusting relationships with community members when providing emergency services, education, assessments, and recommendations; Recognizing and respecting Yaqit ʔa·knuqʔiʔit values, knowledge, priorities, and connection to the land when supporting emergency preparedness and wildfire mitigation activities; Communicating fire safety and emergency preparedness information in a clear, respectful, practical, and accessible manner; Working collaboratively with community members, leadership, departments, and partner agencies to strengthen community safety and preparedness, and demonstrating professionalism, compassion, sound judgment, and respect when responding to community members during emergency and high-stress situations.

Responsibilities:

Emergency Response & Fire Services

- Respond to fires, medical emergencies, motor vehicle incidents, and other emergency situations within Yaqit ʔa·knuqʔiʔit First Nation and surrounding areas, as required.
- Perform firefighting, rescue, emergency medical response, fire suppression, scene safety, and other emergency response activities within the scope of training and certification.
- Safely operate, inspect, and maintain firefighting apparatus, emergency vehicles, personal protective equipment, tools, and other emergency response equipment.
- Work collaboratively with other emergency responders, fire departments, emergency management agencies, and community partners during emergency incidents.
- Participate in regular training, drills, exercises, and professional development to maintain operational readiness and required competencies.
- Support community emergency preparedness planning, exercises, public education, and readiness initiatives in collaboration with the Director of Fire & Emergency Services.
- Complete and maintain accurate incident reports, equipment records, and other required emergency response documentation.

- Follow established emergency response procedures, occupational health and safety requirements, incident command practices, and applicable legislation and standards.

FireSmart & Wildfire Mitigation

- Coordinate and implement FireSmart programs and initiatives based on the needs, priorities, and environment of Yaqit ʔa-knuqʔit First Nation.
- Conduct FireSmart Home Ignition Zone and other wildfire hazard assessments and provide practical mitigation recommendations to homeowners, neighbourhoods, and the community.
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- Deliver FireSmart and fire prevention education through presentations, workshops, community events, and one-on-one engagement with community members.
- Coordinate assessments, documentation, and activities associated with FireSmart programs, including the Community Resiliency Investment (CRI) program and applicable rebate initiatives.
- Collaborate with community members, leadership, land managers, contractors, BC Wildfire Service, neighbouring fire departments, First Nations, and other partners to support wildfire preparedness and mitigation activities.
- Monitor FireSmart initiatives, maintain required program records and reporting, and identify opportunities to strengthen wildfire risk-reduction efforts.
- Maintain current knowledge of FireSmart standards, wildfire behaviour, fire prevention, and emerging wildfire mitigation practices.
- Perform other related duties as assigned by the Director of Fire & Emergency Services.

Qualifications:

Required Education and Experience:

- Grade 12 diploma or equivalent.
- Current Emergency Medical Responder (EMR) license in good standing in British Columbia.
- Previous experience as an ambulance attendant considered an asset.
- Relevant experience in firefighting, emergency response, wildfire mitigation, fire prevention, or a related field; an equivalent combination of education, training, and experience may be considered.
- Completion of FireSmart 101, Wildfire Risk Reduction training, and Local FireSmart Representative (LFR) qualification, or willingness to obtain upon hiring.
- Required firefighting and emergency response certifications, or willingness and ability to obtain required training and certifications
- Valid Class 4 BC Driver's Licence with an acceptable driver's abstract.
- Ability to respond to the YQT Fire Hall within 20 minutes when required for emergency response/on-call duties.
- Satisfactory Criminal Record Check.

Required Knowledge, Skills, and Abilities:

- Knowledge of fire prevention, firefighting operations, emergency response and preparedness, FireSmart principles, and wildfire risk-reduction practices.
- Knowledge of emergency response procedures, incident command practices, emergency scene safety, and safe work practices.
- Ability to remain calm, exercise sound judgment, and respond effectively in emergency and high-pressure situations.
- Excellent interpersonal, verbal, and written communication skills, including the ability to communicate fire safety and technical information clearly to a variety of audiences.
- Ability to build respectful and effective relationships with community members, colleagues, leadership, and external partners.
- Strong organizational and time-management skills, with the ability to manage competing priorities and maintain accurate records and documentation.

- Ability to work independently, take initiative, and work effectively as part of a team.
- Cultural awareness and the ability to work respectfully and effectively within a First Nation community.

Hourly Rate: \$35.36 - \$44.79 per hour, commensurate with experience and qualifications

Comprehensive Benefits Package, including:

- Standard benefits as a Federally Regulated Employer.
- Paid vacation, sick leave, and statutory holidays.
- Opportunities for professional development and training.
- Supportive and respectful work environment rooted in Yaqit ʔa·knuqʔiʔit values.

Application Process:

Please send your resume and cover letter by **September 30, 2026, at 8:30am (MST)**
to

Email: hr@tobaccoplains.org

Or mail to:

Human Resources
Yaqit ʔa·knuqʔiʔit First Nation
PO Box 76, Grasmere BC V0B 1R0