



**TOWN OF CRESTON
FIRESMART COORDINATOR
JOB DESCRIPTION**



Job Title: FIRESMART COORDINATOR	Department: EMERGENCY MANAGEMENT	Division: PROTECTIVE SERVICES
Classification: EXEMPT	Supervisor's Title: EMERGENCY MANAGEMENT & CLIMATE READINESS COORDINATOR	Date: NOVEMBER 2025

JOB SUMMARY:

The FireSmart Coordinator is essential to advancing the Town of Creston's wildfire preparedness and Emergency Management within Creston. The FireSmart Coordinator will help oversee and implement the Community Resilience Investment (CRI) Program (FireSmart), lead fuel mitigation efforts, enhance public education, and coordinate community resilience activities. This individual will work with the Emergency Management & Climate Readiness Coordinator in researching, report writing and carrying out statutory responsibilities related to FireSmart, fuel mitigation and Emergency Management.

The incumbent must possess excellent interpersonal and problem-solving skills as well as have strong written and oral communication skills including public speaking and presentation skills with the ability to plan, organize, develop and implement action plans.

IMMEDIATE SUPERVISOR:

Emergency Management & Climate Readiness Coordinator or designate.

JOB RESPONSIBILITIES:

1. Administer all activities regarding the Community Resilience Investment (CRI) Program, including coordinating grant allocations, submissions, and reporting.
2. Monitor and implement the Creston Wildfire Resiliency Plan (CWRP).
3. Serve as a point of contact for the Town of Creston's Home Partners Program. Deliver home assessments and rebates within the framework of the Home Partners Program.
4. Monitor and report on the Town's progress regarding FireSmart goals, including fuel management initiatives on public lands, and the Home Partners Program.
5. Coordinate contracts for wildfire mitigation activities including all procurement and compliance requirements, ensuring contractors fulfill tendered projects.
6. Oversee stakeholder engagement strategies on wildfire mitigation or Emergency Management initiatives, ensuring collaboration among diverse stakeholders.



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7. Assist with coordinating public awareness campaigns related to FireSmart and Emergency Management activities. Organize and participate in community events, such as town fairs and local markets, to distribute FireSmart and Emergency Management information.
8. Work with the Communications department to create and disseminate educational material about FireSmart and Emergency Management activities across internal and external platforms, ensuring compliance with FireSmart Marks Usage and Brand Guidelines.
9. Develop and facilitate educational sessions and workshops focused on FireSmart and Emergency Management principles.
10. Monitor and respond to emerging trends and legislative changes in wildfire mitigation and prevention and Emergency Management.
11. Conduct research and analysis on policies and regulations affecting wildfire mitigation and community resilience. Provide strategic advice to senior decision-makers on the development and implementation of relevant policies. Prepare reports, briefing notes, and presentations on policy options and recommendations.
12. Monitor and respond to emerging trends and legislative changes in wildfire prevention, emergency management and climate policy.
13. Coordinate with Town departments and external agencies to integrate FireSmart and Emergency Management policies and principles into Town planning and development.
14. Participates in Emergency Operations Centre activation, as required.
15. Ensures records are maintained and consistent with Town of Creston's Records Management priorities and policies.
16. Performs other related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

1. Exceptional interpersonal skills, with the ability to engage effectively with elected officials, community representatives, and the public.
2. Strong written and oral communication skills including public speaking, presentation abilities, and grant and report writing.
3. Proficient in Microsoft Office 365 Suite (Word, Excel, PowerPoint, Outlook, Teams).
4. Ability to work collaboratively within a diverse team to achieve organizational goals.
5. Experience in delivering educational and outreach materials to varied audiences.



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6. Strong analytical skills with experience in policy research and development.
7. Ability to understand, interpret and develop complex oral and written instructions.
8. Ability to work with limited supervision in a position requiring a high degree of accuracy, efficiency and diplomacy.

JOB REQUIRED QUALIFICATIONS:

1. Undergraduate degree from a recognized post-secondary institution in Emergency Management, Forest Management, Ecology, Community Development, other related discipline or an equivalent combination of training and experience.
2. Valid BC Class 5 Driver's license.
3. Satisfactory Police Information Check.

PREFERRED QUALIFICATIONS:

1. Undergraduate or Master's degree from a recognized post-secondary institution in Emergency Management, Forest Management, Ecology, Community Development or other related discipline.
2. Wildfire Mitigation Specialist Training.
3. Two years of related leadership experience including supervisory, facilitation, and contract management roles.
4. Experience in delivering public safety education, emergency preparedness programs and wildfire mitigation.
5. Experience working in local government, with knowledge of FireSmart, fire prevention and emergency preparedness.
6. Completion of cultural sensitivity training.
7. GIS training and experience.
8. Level 1 First Aid certification.



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GENERAL WORK EXPECTATIONS & CONDITIONS

- Flexibility in terms of work hours and job requirements. Normal work week is 35 hours per week, 8:30 am to 4:30 pm. Some evening and weekend work will be required.
- Working locations include Creston Emergency Services Building and Town Hall. Work may also be performed at various off-site locations during outreach events or while conducting home assessments.
- Physically able to perform the duties of the position. Punctual, organized, and dependable.
- Eyesight must be in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- Hearing must be in the normal audio range with or without correction.