

**Job Title:** Wildfire Mitigation Supervisor  
**Title of Immediate Subordinates:** Wildfire Mitigation Specialists, Local FireSmart Representatives  
**Date Prepared:**  
**Department:**  
**Reports to:**

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**Summary of Position:**

Reporting to the *(INSERT PROGRAM LEAD)*, the Wildfire Mitigation Supervisor is responsible for the implementation of a regional, coordinated wildfire management program. The incumbent will work closely with *(INSERT SPECIFIC PROGRAMS)* team members, local authorities, industry stakeholders, Fire Chiefs, contractors, elected officials and the public to ensure wildfire management activities are tailored to community needs and interests.

The Wildfire Mitigation Supervisor will also coordinate the FireSmart program, ensuring that staff and volunteers are recruited, funded, trained, scheduled, and performing in a manner consistent with National FireSmart standards throughout *(INSERT AREA)*

**Wildfire Mitigation Supervisor Responsibilities:**

As a member of the *(INSERT LOCAL ORGANIZATION)* team, responsibilities include, but are not limited to:

1. Act as the single point of contact for the-wildfire management program
2. Liaise on wildfire management projects internally and externally with stakeholders
3. Seek provincial and federal funding for wildfire management and FireSmart activities. Include the development of plans, proposals and applications, and when awarded, administration of granted programs and funds
4. In line with the *(INSERT LOCAL AGENCY)* procurement policy, oversee contract management for wildfire mitigation activities. Include all procurement and compliance requirements. Ensure contractors fulfil the terms and conditions of tendered projects through effective monitoring and communication
5. Manage budgets
6. Ensure public forums and/or public meetings are coordinated to keep residents informed as to the status of wildfire management projects
7. Establish and coordinate wildfire management working committees; *(INSERT COMMITTEE NAMES)* by arranging meetings, preparing agendas, chairing meetings and promoting communication and collaboration between stakeholders
8. Lead in the development, implementation and improvement of FireSmart, FireSmart Home Partners and FireSmart Canada Neighbourhood Recognition Programs throughout the *(INSERT REGION)*
9. Recruit, supervise, coordinate and provide training for FireSmart personnel (Wildfire Mitigation Specialists and Local FireSmart Representatives) to meet public demand. Review assessments and reports prepared by FireSmart personnel to ensure compliance with program requirements
10. Prepare public awareness campaigns including preparation and delivery of presentations on the wildfire management program, FireSmart Home Partners and FireSmart Canada Community Recognition Program to community groups, stakeholders and elected officials
11. Establish an asset management and tracking program for all wildfire mitigation and FireSmart work
12. Maintain records of all applicable programs, activities and related statistics
13. Participate in Emergency Program training and exercises as required
14. Other duties as assigned

**Required Qualifications:**

- Applicable post-secondary education (diploma level or higher)
- 3 years related work experience including supervisory, facilitation and contract management experience
- Understanding of forest practices, FireSmart education, and wildfire mitigation strategies
- An equivalent combination of education and experience may be considered for this role
- Local FireSmart Representative and Wildfire Mitigation Specialist designation or willingness and qualification to attain
- Valid Class 5 Driver’s License and a satisfactory Driver’s Abstract
- Satisfactory Criminal Record

**Preferred Qualifications and Experience:**

- Knowledge of Emergency Management practices and systems
- NFPA 1001 FF2
- SPP 115 and SPP WFF1 or S100
- Extensive experience in FireSmart and Wildfire Mitigation and good knowledge of applicable standards
- Volunteer management experience
- Disaster planning, response and recovery experience;
- Instruction and/or training experience

**Required Knowledge, Skills and Abilities:**

- Demonstrated competency in contract procurement, management and compliance
- Demonstrated ability to write effective grant applications
- Demonstrated conflict resolution and collaboration skills
- Demonstrated proficiency in Microsoft Office Suite including Excel, Word, Outlook and PowerPoint
- Considerable knowledge of forestry practices and wildfire management programs
- Knowledge of FireSmart Home Partners and the FireSmart Canada Neighbourhood Recognition Program
- Strong interpersonal and communication skills
- Ability to work independently within a collaborative teamwork approach
- Ability to work closely with and provide education to the public in a one on one and group setting
- Ability to develop and deliver presentations to stakeholders at all levels
- Ability to perform research and write reports

**Acceptance:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Representative Name

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Date