

EMPLOYMENT OPPORTUNITY

Fire Safety and Rescue Technician

Permanent Full Time / External

Fire Services

Competition No: 2025-1011



rdncareers@rdn.bc.ca



www.rdn.bc.ca

SKILLS & ABILITIES

- Demonstrated effective problem solving, conflict resolution, and customer service skills.
- Proficient knowledge of applicable computer programs, including Microsoft Office Suite required, experience with FirePro and SharePoint considered an asset.
- Mechanical acumen (emergency vehicle operations, preventative maintenance, drafting operations, and apparatus maneuvering etc.).

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1011 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 p.m., on January 28, 2025.**

Date posted: January 14, 2025

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check including Vulnerable Sector Check is required as a condition of employment with the Regional District of Nanaimo.



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Fire Safety and Rescue Technician at the Nanoose Volunteer Fire Department.

Reporting to the Nanoose Volunteer Fire Department (NVFD) Community Fire Chief, the Fire Safety and Rescue Technician is responsible for the oversight of maintenance and service of fire department apparatus and equipment, as well as supporting training and development programs, strategic initiatives and the procurement of goods and services in the support of fire/rescue operations to ensure firefighters are prepared and equipped to respond to incidents, and that loss of life, damage to property or injury due to an emergency incident, is prevented and/or minimized.

For reasons of operational efficiency and effectiveness in the delivery of emergency services, the Fire Services and Rescue Technician must reside within the boundaries of the Fire Protection Service Area or within ten (10) minutes of the main fire hall, to allow for reasonable response times.

QUALIFICATIONS

Minimum three (3) years related experience in the field of Fire Rescue Services and Volunteer Fire Fighting. Ability to perform the physical duties of the Volunteer Firefighter role along with comprehensive knowledge of fire service operations, emergency management, Incident Command System, and the British Columbia Emergency Response Management System is required.

Must have NFPA 1001 Level I and II, Fire Services Instructor Level I, and Emergency Scene Management Level 1 certifications is preferred. Valid Class 5 BC Driver's License with Air Brake Endorsement required, with commitment to obtain Class 3 within one (1) year of being hired, as well as a satisfactory driving record with no more than 6 points.

POSITION DETAILS

This is a permanent full-time Exempt position offering 35 hours of work per week with a salary range of \$64,586 to \$71,762 as well as a competitive benefits package.

POSITION TITLE: FIRE SAFETY AND RESCUE TECHICIAN

REPORTS TO: Community Fire Chief, Volunteer Fire Department

DIRECT REPORTS: N/A

POSITION SUMMARY

Reporting to the Community Fire Chief, the Fire Safety and Rescue Technician is responsible for the oversight of maintenance and service of fire department apparatus and equipment, as well as supporting training and development programs, strategic initiatives and the procurement of goods and services in the support of fire/rescue operations to ensure firefighters are prepared and equipped to respond to incidents, and that loss of life, damage to property or injury due to an emergency incident, is prevented and/or minimized.

For reasons of operational efficiency and effectiveness in the delivery of emergency services, Fire Services Rescue Technician must reside within the boundaries of the Fire Protection Service Area or within ten (10) minutes of the main fire hall, to allow for reasonable response times.

MAJOR DUTIES AND RESPONSIBILITIES

- Acts as Duty Officer in rotating shifts, supporting fire department operations and volunteers, and work a flexible schedule to meet operational requirements (including holidays, weekends, and evenings).
- In the absence of the Deputy Chief, Training and Prevention, and in collaboration with the Community Fire Chief, may direct the work of volunteers.
- Consults with department leadership, develops a maintenance plan and service schedules for annual and routine service testing for apparatus and firefighting equipment including the procurement of necessary parts, equipment, and supplies.
- Develops, maintains, and uploads pre-plans and assists in fire inspections, including pre-plan commercial structures.
- Assumes data entry duties with respect to inventory, call entry, asset management, service repairs, and maintenance records.
- Supports and assists with training programs, including developing or leading assigned initiatives.
- Collaborates with the Chief and/or Deputy Chief, ensures that inquiries regarding the Fire Department's activities or responsibilities are handled professionally, promptly, efficiently, and effectively.
- Participates in local and regional emergency planning processes, including conducting FireSmart assessments, as assigned and under the direction of departmental leadership.
- Collaborates with the Manager of Facilities & Fleet, Regional & Community Utilities to schedule and/or perform appropriate building maintenance.

- Maintains current knowledge of the requirements and standards established by local, provincial, federal, and standard developing agencies, e.g. Local Government Act (“LGA”), Freedom of Information and Privacy Protection Act (“FOIPPA”), British Columbia Fire Code, Dangerous Goods Emergency Response Guide, National Fire Codes, British Columbia Fire Service Minimum Training Standards for Firefighters & Officers, Fire Safety Act, BC Fire and Building Codes, RDN Bylaws, Wildfire Act and Regulation, WorkSafe BC and Operational Guidelines, and policies.
- Reviews, adhere to, and direct the adherence to safe work procedures in and for the Fire Department, and generally promotes a safe work environment.
- Assists with operational projects and works collaboratively with other members of the Team.
- Provides administrative support to team members including ordering general supplies for the Hall.
- Performs other related duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum three (3) years related experience in the field of Fire Rescue Services and Volunteer Fire Fighting.
- NFPA 1001 Level I and II required, and Fire Services Instructor Level I as well as Emergency Scene Management Level 1 certifications preferred.
- Valid BC driver’s license, Class 5 with Air Brake Endorsement required, with commitment to obtain Class 3 within one (1) year of being hired, as well as a satisfactory driving record with no more than 6 points.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to perform the physical duties of the Volunteer Firefighter role.
- Ability to participate in collaborative and inclusive decision-making strategies.
- Ability to support and participate in a team or group, inspiring individuals toward a common goal, task, or situation, including demonstration of a positive attitude, energy, honesty in actions, and personal ownership and integrity.
- Ability to carry out projects and work assignments safely and efficiently.
- Good understanding of Local Government structures, concepts, and procedures.
- Comprehensive knowledge of fire service operations, emergency management, Incident Command System, and the British Columbia Emergency Response Management System.
- Ability to research and recommend new techniques and approaches to maximize staff and organizational potential.
- Ability to review and critically analyze complex situations, providing recommendations for effective solutions.
- Ability to develop and maintain positive and collaborative relationships with stakeholders, volunteers, employees, elected officials and members of the community including an understanding of cultural and political environment.
- Ability to communicate effectively both verbally and in writing including, where necessary, effective public relations and public speaking skills.
- Demonstrated effective problem solving, conflict resolution, and customer service skills.
- Strong time-management ability to effectively complete projects and meet deadlines.
- Ability to make decisions in accordance with the applicable regulations, policies, and procedures and prioritize and perform duties with minimal supervision, working in a confidential manner and exercising discretion.
- Proficient knowledge of applicable computer programs, including Microsoft Office Suite required, experience with FirePro and SharePoint considered an asset.
- Mechanical acumen (emergency vehicle operations, preventative maintenance, drafting operations, and apparatus maneuvering etc.).
- Knowledge of municipal water systems and rural tender operations.