

# MCLEOD LAKE MACKENZIE COMMUNITY FOREST



## DISTRICT OF MACKENZIE



## CONTRACT OPPORTUNITY

**TITLE:** WILDFIRE PROJECT COORDINATOR

**EMPLOYER:** MCLEOD LAKE MACKENZIE COMMUNITY FOREST CORPORATION (MLMCF)

**PURPOSE:** This position has been created to lead, coordinate and deliver wildfire fuel management operations of the Mackenzie Wildfire Advisory Committee (MWAC), the District of Mackenzie (DoM), and the McLeod Lake Mackenzie Community Forest (MLMCF) in consultation with Stakeholders.

### **POSITION SUMMARY:**

This position will involve 20-40 hours per week over a 9 month term beginning April 15, 2019. The work is anticipated to be a mix of administrative, field and public engagement activities.

Under the direction of the General Manager of the MLMCF and written goals and objectives of the MWAC, the DoM and the MLMCF, the Coordinator will act on behalf of the MWAC, the DoM and the MLMCF to manage and coordinate services as outlined in the following:

### **PRIMARY RESPONSIBILITIES:**

The Coordinator will be responsible to:

- Plan, coordinate and deliver community risk assessments of fuel hazards and risks of wildfire occurrence related to homes, businesses and other community values at risk;
- Plan, coordinate and deliver resources to determine fuel treatment priorities and methods on municipal & crown land and communicate ways that homeowners can reduce their own risks through FireSmart building and landscaping;
- Take a lead role in sourcing potential funding opportunities for implementing Mackenzie's updated Community Wildfire Protection Plan (CWPP) and related strategic landscape fuel management planning;
- Prepare and manage the MWAC work plan in coordination with the DoM and the MLMCF;
- Facilitate community outreach to seek active involvement from diverse stakeholders who may have an interest in identifying where and how community wildfire protection activities occur;

- Develop outreach strategies and reporting systems that provide all stakeholders (including federal, first nations, provincial, municipal, corporate and private) with access to information about ongoing developments and the implementation of the updated CWPP and landscape level activities;
- Liaise with government agencies, stakeholders and industry to secure approvals and develop partnerships leading to achievement of wildfire mitigation objectives;
- Negotiate, prepare and deliver contracts with MWAC, DoM and/or MLMCF approval for:
  - contracted services such as risk / hazard assessments, fuel / vegetation management, consultation services; and
  - fibre sale agreements; including tracking quantities, payment and ensuring payments, such as stumpage, are promptly paid;
- Ensure that operations comply with MWAC's fuel management strategies & objectives, the updated Community Wildfire Protection Plan, consultation requirements and ensure a high level of regulatory compliance by meeting the requirements of the BC Wildfire Act and pursuant regulations;
- Invest in personal growth, development and self-renewal by updating credentials, acquiring new skills, staying abreast of new development in wildfire management; and
- Conduct activities in accordance to WorkSafe B.C. legislation & policies, DoM and MLMCF safety requirements.

*Note that this is a new position leading a unique approach to community wildfire protection and it is expected that the nature of this position will evolve over time in concert with the program itself. The intent is that this position would become a full-time employment opportunity.*

#### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Facilitation and leadership skills with the ability to work with various stakeholders while respecting diverse viewpoints
- Excellent writing and public speaking/professional presentation skills
- Self-direction, innovation, and enthusiasm toward job responsibilities
- Ability to simultaneously manage multiple projects
- Ability to work well with minimum supervision
- Proficiency with Microsoft Office Suite of software products
- Experience with GIS technology
- Conflict management and resolution skills
- Excellent problem-solving skills
- Registered or eligible for registration as an RPF or RFT with the Association of BC Forest Professionals (not mandatory)
- Minimum of 5 years working in BC forest management and/or wildfire management
- Well rounded experience including contractor negotiations, planning, budgeting
- In good physical condition with a valid BC drivers license (Class 5 minimum)
- Must have WorkSafeBC coverage
- Willing to live in or relocate to Mackenzie, BC (desirable)

#### **APPLICATION REQUIREMENTS:**

- Please provide a resume and covering letter.

- Specify an all-found hourly rate for the work exclusive of vehicle mileage.
- Specify an all-inclusive vehicle rate per km for highway and for off-road mileage.

**To apply please submit a resume and covering letter ~~by no later than Sunday, March 31, 2019~~  
THIS POSTING WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND. Please reference  
Wildfire Project Coordinator and indicate clearly in your covering letter how your experience  
and qualifications meet the requirements of this position.**

Inquiries may be directed to  
Dan Boulianne, MLMCF General Manager, at 250.997.1027

Applications should be submitted via email to: [generalmanager@mlmcf.ca](mailto:generalmanager@mlmcf.ca) and [admin@mlmcf.ca](mailto:admin@mlmcf.ca)