



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

3rd Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Fire Prevention Officer
Location: 44 George Cheezo Road, Nemaska, Quebec, J0Y3B0
Salary: (Min. \$40,379.00 – Max \$60,569.00) plus northern allowance.
Closing Date: January 30, 2023
Employment Status: Permanent, subject to three (3) months probation

Summary of Position:

The Fire Prevention Officer ensures that fire safety remains a top priority in the community. The incumbent is responsible for planning, organizing, and conducting all fire prevention activities. S/he implements and oversees the Community's Fire Prevention and Public Safety Campaigns.

Duties and Responsibilities

Functional Responsibilities:

- In collaboration with the Fire Chief, establish an annual calendar of inspections (e.g., fire hydrant inspections, buildings, etc.).
- Coordinate fire prevention and safety campaigns/programs to raise public awareness and educate the community on various methods of preventing and responding to fires.
- Facilitate fire prevention training and awareness workshops at schools, health centres, administration offices, etc. Supervise fire drills in schools.
- Collaborate with regional forest-fire groups to ensure prevention of forest fires, as well as prompt response in the event of forest fires.
- Examine the storage, handling, and use of flammable and combustible liquids and other hazardous materials and make recommendations as to how they can be used safely.
- Respond to complaints concerning fire hazards and recommend solutions.
- Collaborate, coordinate and share information with the other entities within Eeyou Istchee regarding fire prevention programs and activities, as applicable.

Administration and Reporting Responsibilities

- Maintain efficient and accurate record keeping, files, documents, records and statistics, on fire prevention activities in the Cree Nation of Nemaska.
- Fulfill all reporting requirements attributed under Fire By-law(s) and all applicable federal and provincial legislation.
- Maintain ongoing communication and provide reports to the immediate supervisor as required.

Additional Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through attendance at meetings, conferences, and training seminars.
- Act as a back-up/replacement for one or more members of the Public Health and Safety Department.
- Perform other duties as required.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- High School Diploma with additional training program in fire protection technology or a related field.
- Valid Class 4A Drivers license.
- First aid certification.

Experience:

- One to three years of relevant experience.
- Experience in staff management.

Languages:

- Spoken fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Good communication and interpersonal skills.
- Customer focused and service oriented.
- Strong judgment and problem-solving skills.
- Knowledge of the Fire Protection and Prevention Act, Occupational Health and Safety Act and other related schedules.
- Knowledge of fire prevention technology and techniques.
- Knowledge of the Quebec Building Code; and knowledge of building construction and hydraulics as they apply to the Quebec Fire and Building Codes.

Working Environments

The Fire Prevention Officer works at the Fire Station as well as onsite and outdoors. The incumbent is responsible for working regular hours as per the determined schedule, with one hour off for lunch, but could be called outside of the regular work hours. In addition, because of the nature of work, attendance may be required at odd hours and weekends for emergencies

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
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