



CONTRACT OPPORTUNITY

POSITION:	OPERATIONAL SUPPORT
SALARY:	\$28 - \$36 per hour
WORK SCHEDULE:	approximately 80 hours bi-weekly (Shift as required for operational requirements)
LENGTH OF CONTRACT:	1 year with an option to renew

SUMMARY

Under general supervision and direction from the Otter Point Volunteer Fire Department Chief, this position will provide assistance to the fire department by performing a wide variety of maintenance and administrative support tasks.

SERVICES

THE CONTRACTOR SHALL:

- Assist with the maintenance and inventory of emergency and related equipment of the department as needed and directed. May undertake repairs and maintenance jobs on the equipment as may be directed and for which the Contractor may be qualified. May include driving vehicles (fire trucks) for example refueling.
- Provide administrative and clerical support to the fire service including but not limited to the following; updating department documents, guidelines, plans, record keeping, filing and completing appropriate paperwork. Works closely with District staff to ensure corporate guidelines, standards and practices are implemented and maintained.
- Assist the Training Officer and/or Chief in tracking and maintaining all training and licensing requirements of firefighter personnel as approved.
- Provide assistance to the Chief and Officers with the preparation and delivery of training programs as approved.
- Respond to or direct enquiries to the appropriate staff, from personnel, agencies, the District and the public on general fire department issues.
- Ensure all facilities are kept clean, tidy and in good repair as approved.
- Ensure all work is performed safely, including work, which falls under the Contractor's direct responsibility, and adheres to relevant health and safety laws and policies.
- Assist with pro-active safety initiatives to reinforce a safe work environment. May be appointed to serve as a member and/or chair of the department safety committee.
- Support initiatives of the department, providing administrative and other assistance as may be approved.
- Uphold the policy, practices, and procedures of the District with respect to its Fire Service.
- Stay current with the related job requirements, including but not limited to attending courses and upgrading their skills as approved.
- Perform certain checks and maintenance functions within time constraints as required to maintain the readiness of the fire department for emergency response.
- Perform other job related functions as approved.

QUALIFICATIONS, TRAINING, EXPERIENCE AND SKILLS

THE CONTRACTOR SHALL possess the following qualifications, experience, skills and abilities.

- High school graduation, or equivalent, with experience in office related duties (experience working in or with volunteer fire departments or related would be a definite asset).
- Willing to work independently and at times, in isolation.
- Excellent mechanical aptitude with the ability to assist with and carry out repairs and/or maintenance as required.
- Computer experience using Microsoft Windows standard operating systems, Microsoft Office products (such as Word, Excel, and Access). Working knowledge of word processing techniques and procedures including email, business letters, memos and related administrative writing.
- Ability to enter data and interpret data as needed.
- Ability to use the internet for online registrations and research related to the Fire Service.
- Good business writing skills, including correspondence and documentation such as operational guidelines, plans, grant proposals and a variety of reports and good English communication skills (verbal and written).
- Excellent customer and public relations skills.
- Good interpersonal skills.
- Have initiative and be a self-starter.
- Excellent attention to detail is required.
- Valid British Columbia Class 3 drivers license with Air Brake Endorsement. A driver's abstract will also be required.
- Good knowledge of volunteer fire department operations and issues.
- Good knowledge and experience in preventative maintenance programs for a variety of equipment and vehicles.
- First responder Level III certified.
- Good decision making abilities as well as proven leadership with the ability to work closely with others in a team environment, at a variety of tasks to accomplish common goals.
- This position requires a clear criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.
- Other related qualifications, skills and/or experience will be considered.

APPLICATIONS:

Mail applications to the following address to be received no later than Thursday, December 3, 2009, 10pm. Be sure to mark 'Attn: Posting' on the envelope.

Otter Point Volunteer Fire Department
3727 Otter Point Road
Sooke, B.C., V9Z 0K1

Attn: Posting

This position is funded by the Capital Regional District 