



TOWN OF LAKE COWICHAN
Vancouver Island's best kept secret!

Summer Student – Fire Smart

Job Title	Summer Student – Fire Smart	Department	Fire Department
Reports To	Fire Smart Coordinator	Job Classification	<input type="checkbox"/> Management <input type="checkbox"/> Union <input checked="" type="checkbox"/> Non-Union
FTE	Temporary – Up to 10 weeks	Pay Band/Grid	\$25.00 – 1 st year \$25.75 – 2 nd year
Benefits	<ol style="list-style-type: none"> 1. Health and Wellness <ul style="list-style-type: none"> <input type="checkbox"/> Extended Health, Allied Medical Services, Prescription <input type="checkbox"/> Life Insurance <input type="checkbox"/> Accidental Death and Dismemberment <input type="checkbox"/> Dental <input type="checkbox"/> Vision <input type="checkbox"/> Sick Leave 2. Pension Plan <ul style="list-style-type: none"> <input type="checkbox"/> Defined Benefit Pension Plan (MPP) <input type="checkbox"/> Defined Contribution Pension Plan (RRSP) 3. Training and Development <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Support for Professional & Technical Certificate Renewal <input checked="" type="checkbox"/> Support for Tuition Reimbursement 4. Work Location <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Onsite <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid (Mixed of on-site and remote) 		

POSITION SUMMARY

The Summer Student – Fire Smart Program supports the Town’s wildfire risk reduction and community education initiatives. Under the direction of Fire Department and Fire Smart Coordinator, the student assists with Fire Smart education, property assessments, public outreach, and fuel-management support activities aimed at increasing community resilience to wildfire.

This position offers hands-on experience in emergency management, community engagement, and environmental stewardship while contributing directly to public safety.

GENERAL DUTIES

- Assist with Fire Smart property assessments and data collection in residential and municipal areas.
- Support community education and outreach initiatives, including public events, door-to-door engagement, and information sessions.
- Distribute Fire Smart educational materials and promote wildfire preparedness best practices.

- Assist with vegetation management and fuel reduction activities on municipal lands (e.g., clearing debris, brush removal, identifying hazards).
- Maintain accurate records, maps, and assessment data.
- Respond professionally to public inquiries related to wildfire risk and Fire Smart principles.
- Support other Fire Department or Protective Services initiatives as assigned.

Health, Safety & Risk Management

- Conduct duties in compliance with WorkSafeBC requirements and municipal safety program and policies.
- Identify unsafe conditions and take appropriate enforcement or mitigation actions.
- Participate in emergency response as required.

Other Duties

- Support special projects, system upgrades, and process improvements within the Operations and Infrastructure Department.
- Perform other related duties assigned from time to time consistent with the responsibilities of the position.

QUALIFICATIONS, SKILLS, COMPETENCIES AND ABILITIES

Minimum Requirements

- Currently enrolled in secondary school or post-secondary program or recently graduated.
- Strong communication and interpersonal skills, with the ability to engage respectfully with the public.
- Ability to work independently and as part of a team.
- Comfortable working outdoors in varying weather conditions.
- Physically able to perform light to moderate manual work.
- Valid Class 5 Driver's Licence (or ability to obtain) is an asset but not mandatory.
- Knowledge of Fire Smart principles is an asset (training may be provided)
- Completed Fire Smart 101 and Wildfire Risk Reduction certification (free online)
- Completed criminal record check.

Skills

- Strong problem-solving abilities and attention to detail.
- Comfortable working with tools including but not limited to weed-eater, lawnmower, hedge trimmers, hand saws, etc.

Competencies and Abilities

- Integrity and confidentiality
- Reliability and professionalism
- Collaboration and teamwork
- Adaptability and problem-solving.