



# District of Ucluelet Fire and Emergency Services Support Contractor Request for Qualifications

**Contract Position:** 16 hours a week

**Term:** 6 months - June to November 2018

**Rate:** \$12,480 for 6 months (extension on mutual agreement)

## **Description:**

This contracted position will provide temporary support to a well-established Fire Services and Emergency Preparedness Program for the District of Ucluelet.

## **Key Deliverables:**

- Provide administrative support to the Fire Department as required throughout the contract.
- Act as a lead contact for the Emergency Preparedness Program, supported by the CAO.
- Provide district coordination for two Provincially Funded Emergency Preparedness projects.
- Support Parks and Recreation Department with completion of emergency kiosks project.
- Work with the District to identify a permanent resource solution to support emergency and fire services.
- Facilitating meetings with staff, municipal officials and industrial representatives relating to the provision of services, as requested or required.
- Provide regular updates to the Chief Administrative Officer and the Ucluelet Fire Chiefs.

## **Regular Duties:**

- Overall administration of the Fire Department for the District, including support to the Fire Chief, requisitioning materials & supplies, and maintenance of related records;
- As Emergency Program Coordinator, responsible for maintaining the District Emergency plan, keeping them current at all times;
- Ensuring training needs of all volunteers are met.
- Liaison and interfacing with related Emergency Agencies; neighbouring Emergency Operation Centres (i.e. Federal Parks, Tofino, First Nations); Fire; RCMP; Ambulance; Municipal departments (such as Public Works for water, sewer and equipment needs); Search & Rescue; Highways; municipal managers as related to roles within the EOC; and any other group or body involved in Emergency response.
- Specific knowledge and understanding procedurally of all emergency situations, but with emphasis on procedure in respect of earthquake and/or tsunami evacuation.
- Management and maintenance of the EOC facilities and related equipment (radios, telecommunications, Satellite radio access, etc.), such that they are capable of being activated at any time in the event of an emergency.

Interested individuals should submit resumes with a cover letter no later than **5:00 pm on May 18<sup>th</sup>, 2018** to [info@ucluelet.ca](mailto:info@ucluelet.ca). The successful candidate will be required to sign a contract that will include liability, insurance, and business licencing requirements.