



EMPLOYMENT OPPORTUNITY

Fire Investigator, Prevention and Safety Coordinator

Overview

Tribal Chiefs Ventures Inc. (TCVI) is a Tribal Council that provides advisory services to its six Treaty Six member First Nations located in North-eastern Alberta. Due to an upcoming retirement, TCVI is seeking a highly motivated Fire Investigator, Prevention and Safety Coordinator for their St. Paul office in a diverse role.

Requirements

Recognized education or related diploma, with a minimum of five (5) years work experience in the field of Fire Operations.

- Professional Fire Fighter Certification and Fire Investigation Certification.
- Proficiency in MS Word, Outlook, Excel, Power Point, videoconferencing, and photography.
- Ability to train in the use of fire fighting equipment to volunteer fire fighters.
- Strong written and verbal communication skills, with accuracy and attention to detail.
- Ability to multi-task to meet deadlines and work without direct supervision.
- Knowledge and understanding of First Nations values, traditions, practices, and protocols.
- Criminal Record check and Vulnerable Sector Check.

Responsibilities

Assist member First Nations in the establishment of their Fire Departments and Safety Services.

- Development of safety plans, policies, and codes in conjunction with the National and Alberta Fire Codes.
- Delivering home fire safety knowledge to First Nations' citizens.
- Development and delivery of fire safety training for member First Nations (volunteer fire fighters, staff, group homes, etc.)
- Preparation of work plans, presentations, projects, and reports, as required.
- Conduct fire prevention, fire inspections, fire control training on the effective use of fire control equipment.
- Assist member First Nations with acquisition of fire control equipment.
- Research the implementation of fire control systems for member First Nations, such as sprinkler systems.
- Perform fire investigations to determine area of origin and cause; work with First Nation Housing Departments, RCMP, insurance companies regarding completion of investigation and reports.
- Travel required to the member First Nations.
- School presentations during Fire Prevention Month.
- Other related duties as may be assigned.

Deadline

Interested candidates must submit a cover letter, resume, must include three references, Criminal Record and Vulnerable Sector Check, and salary expectations by mail, fax, or e-mail to the following address on or before 4:30 p.m. Thursday, August 18, 2022.

Mailing Address:

Tribal Chiefs Ventures Inc.
17533 – 106 Avenue
Edmonton, AB T5S 1E7

Phone Number:

(780) 481-3363

Fax Number:

(780) 483-1404

E-Mail:

dlawrence@tcvi.ca

We wish to thank all candidates for their interest; however only those candidates selected for an interview will be contacted.