



DAKOTA OJIBWAY TRIBAL COUNCIL EMPLOYMENT OPPORTUNITY

POSITION: FIRE PREVENTION OFFICER (TERM - one year maternity leave replacement)
LOCATION: Portage La Prairie, MB
CLOSING DATE: Thursday, March 23, 2023 @ 4:30p.m.
(Internal posting open to DOTC employees & community members)

FIRE PREVENTION OFFICER

The Fire Prevention Officer will work with all member First Nations to effectively plan, initiate and manage their own fire/safety programs/departments.

KEY RESPONSIBILITIES

- Develop effective Fire Safety Programs for each member First Nation
- Work in conjunction with the Fire Control Officer at the First Nation level
- Provide technical advice on equipment and training requirements
- Conduct Fire Hazard Inspections on band and community buildings
- Conduct on-going Fire Awareness Programs at the school level
- Assist member First Nations in obtaining fire insurance
- Act as liaison between DOTC First Nations, federal and provincial agencies on matters relating to Fire Safety & Community Emergency Planning
- Prepare fire reports, monthly activity reports and special reports

QUALIFICATIONS

- Knowledge of DOTC and its functions
- Knowledge of First Nations culture
- Extensive knowledge of a fire department's structure and fire prevention programs
- 2-5 years related experience
- Certified in Fire Fighting Practices an asset
- Must have First Aid and CPR
- Ability to conduct effective fire fighting programs and rescue
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications
- Ability to work and communicate well with others
- Ability to speak Dakota and/or Ojibway an asset

CONDITIONS OF EMPLOYMENT

- Valid Manitoba Class 5 Driver's License
- Access to a reliable vehicle
- Moderate physical activity

We thank all who apply and advise that only those selected for an interview will be contacted.

**Interested applicants are invited to forward a resume and cover letter,
Including two (2) letters of reference and a copy of a valid Manitoba Driver's License to:**

DAKOTA OJIBWAY TRIBAL COUNCIL

Attn: Erica Nicholson

Ph: (204) 871-0669 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca