



BC WILDFIRE SERVICE DISPATCHER APPLICATION

Ministry of Forests, Lands and Natural Resource Operations-B.C.Wildfire Service is currently accepting applications from qualified people interested in **OPERATIONS CENTRE DISPATCH** positions. B.C.Wildfire Service reserves the right to hire Canadian citizens and may give hiring preference to qualified, permanent BC residents.

Application Deadline: Please see the relevant fire centre.

Instructions:

- 1. Read the entire application package carefully. Fill out the form legibly.**
- 2. You must attach all of the following to your application form.**
Please note: *These are the minimum application requirements.*

If you do not have or attach any one of the following requirements, your application will not be processed.

Attachment	Description
1 Resume and Cover Letter	<ul style="list-style-type: none"> Maximum 3 pages, plus a cover letter Outline your Education, Work Experience, Accomplishments, Hobbies/Interests, etc. in detail. You must provide <u>work related references from a supervisor with current phone numbers.</u> (please note: we reserve the right to contact unlisted references)
2 Typing requirement	<ul style="list-style-type: none"> You must have a minimum typing speed of 40 wpm, prefer 50 wpm. A test will be administered as part of the interview process.
3 Applicant Information Section	<ul style="list-style-type: none"> Page 3 of this application package
4 Dispatcher Working Conditions	<ul style="list-style-type: none"> Page 4 of this application package All applicants must sign and date this section at the bottom. Failure to do so will result in a rejection of your application package.

If you have any of the above-mentioned qualifications, please ensure you describe fully in your attached resume. Bring copies of valid certificates to your interview, if applicable.

- 3. Submit your application prior to the end of the 3rd week in February to the relevant Fire Centre.**
see Fire Centre contacts on the next page for details

Fire Centre Contacts

<p>Cariboo Fire Centre - Williams Lake, B.C.</p> <p>Attn: Colleen Stromsten 3020 Airport Rd Williams Lake BC V2G 5M1 Office: (250) 989-2600 Fax: (250) 989-5149 Colleen.Stromsten@gov.bc.ca</p>	<p>Northwest Fire Centre - Smithers, B.C.</p> <p>Attn: Alyson Guenter Bag 5000, 3359 Victoria Drive Smithers BC V0J 2N0 Office: (250) 847-6633 Fax: (250) 847-2737 Alyson.Guenter@gov.bc.ca</p>
<p>Coastal Fire Centre - Parksville, B.C.</p> <p>Attn: Debbie Hawkes / Catherine Morrison 665 Allsbrook Rd Parksville BC V9P 2T3 Office: (250) 951-4214 Fax: (250) 954-0819 Catherine.Morrison@gov.bc.ca Debbie.Hawkes@gov.bc.ca</p>	<p>Southeast Fire Centre - Castlegar, B.C.</p> <p>Attn: Cindy Munns 208 Hughes Rd Castlegar, BC V1N 4M5 Office: (250) 365-4040 Fax: (250) 365-9925 Cindy.Munns@gov.bc.ca</p>
<p>Kamloops Fire Centre - Kamloops, B.C.</p> <p>Attn: Erica Ducommun 4000 Airport Drive Kamloops BC V2B 7X2 Office: (250) 554-5500 Fax: (250) 376-6549 Erica.Ducommun@gov.bc.ca</p>	<p>Provincial Airtanker Centre - Kamloops, B.C.</p> <p>Attn: Bruce Coutanche 3080 Airport Drive Kamloops BC V2B 7X2 Office: (250) 312-3000 Fax: (250) 554-5428 Bruce.Coutanche@gov.bc.ca</p>
<p>Prince George Fire Centre - Prince George, B.C.</p> <p>Attn: Robin Annis 1011 - 4th Avenue Prince George BC V2L 3H9 Office: (250) 565-6126 Fax: (250) 250-565-6531 Robin.Annis@gov.bc.ca</p>	

PLEASE NOTE: All application packages delivered by courier/in person/faxed must be received by 4:30 p.m. at the above address on the day of application deadline. Late and/or incomplete applications will not be processed.

Commonly Asked Questions:

Q: What happens next after I apply?

A: If your application passes initial screening, you will be contacted by phone to attend an interview. If your application is incomplete or late, your application will not be considered but we encourage you to re-apply again the following year.

Q: What if I want to apply to multiple locations?

A: Send your application to the locations of your choice.

Q: How can I get more information on my status throughout the process?

A: You may contact the person listed for the relevant Fire Centre.

Q: Why is multi-tasking so important?

A: Dispatchers are required to monitor various computer programs and radio channels. Activity in the Dispatch centre is often hectic and Dispatchers that are unable to multi-task will not be able to handle the increased activity.

Q: How long is the interview process?

A: The interview process takes approximately 2.5 to 3 hours, which consists of a panel interview, typing test and a computerized call response test.

For more information please visit our website at:

www2.gov.bc.ca/gov/content/industry/forestry/managing-our-forest-resources/wildfire-management/employment/dispatch



APPLICANT INFORMATION SECTION

YOU MUST FILL OUT THIS ENTIRE FORM

Name	_____			
Mailing Address	_____	Home Address	_____	
City	_____	City	_____	
	Prov. _____		Prov. _____	
Postal Code	_____		Postal Code	_____
Phone Number	Primary ()		Email Address:	
	(Please note it is your responsibility to ensure this information is up to date)		(Please note email will be the primary means for contacting you)	

Have you ever worked as a Dispatcher before?	Yes	No
If yes, where? _____		
Are you a Canadian citizen/permanent resident?	Yes	No
If no, please state _____		
Do you have a valid Class 7 (minimum requirement), preferred Class 5 Driver's Licence?	Yes	No
Do you have any physical or mental limitations that may prevent you from performing any of the job tasks as listed?	Yes	No
Briefly describe any limitations. (attach separate page if necessary)		

Preference of work location

Please indicate numerically your preference of work location. #1 being your first choice, #7 being your last choice. Only select those that you would choose for employment.

- Cariboo Fire Centre (Williams Lake) _____
- Coastal Fire Centre (Parkville) _____
- Kamloops Fire Centre _____
- Northwest Fire Centre (Smithers) _____
- Prince George Fire Centre _____
- Southeast Fire Centre (Castlegar) _____
- Provincial Airtanker Centre (Kamloops) _____

I certify that the information that I have provided on this self-declaration is true, and understand that if the information is going to be used for preferential hiring it will be released for screening purposes.

Signature: _____ Date: _____

DISPATCHER WORKING CONDITIONS

Please read and answer the following job condition statements carefully and **sign and date this page at the bottom.**

As a Dispatcher are you willing and able to do the following?

1. Be on or available for standby for the entire summer. Weather conditions dictate the length and severity of each fire season, and personnel are often required to be on standby after work hours and on weekends. This may restrict your recreation time and make planning for personal activities difficult.	Yes	No
2. Travel anywhere on short notice. Often personnel are requested to be ready for dispatch to fires anywhere in British Columbia or Canada on short notice. This could result in missed appointments and often there are no definite return dates.	Yes	No
3. Work extended periods with minimal time off. Personnel work a regular scheduled shift with set hours (specifics are determined by each Fire Centre within their operational requirements). However, during periods of heightened fire activity; or, when required, personnel can be expected to work for periods of up to 14 hours per day for as long as two weeks without a day off.	Yes	No
4. Shift work. Dispatchers are required to work shift work. Shifts could be scheduled during any timeframe 7-days a week and 24 hours a day (to meet the operational requirements of the relevant fire centre).	Yes	No
5. Work in isolated areas with limited amenities. Personnel may be in situations where there are shared tent/trailer living facilities (gender-based) and limited shower or kitchen amenities for periods of up to 14 days.	Yes	No
6. Take directions and follow instructions accurately in a structured, disciplined environment. Due to the nature of the season one must be willing to be flexible regarding ongoing changes in responsibilities, assignments, and corporate structure. All while remaining calm under pressure.	Yes	No
7. Do non-dispatch related tasks. When not actively dispatching, personnel are expected to do project work and related tasks.	Yes	No
8. Attend and successfully complete all training. All required training must be successfully completed.	Yes	No
9. Work in an emergency, high activity, often stressful, work environment. Dispatchers are responsible for the safety monitoring of all resources.	Yes	No
10. Are you willing to fly in helicopters or small and large fixed-wing aircraft.	Yes	No
<ul style="list-style-type: none"> ➤ Dispatchers must possess the ability to stay calm and focused in an emergency situation. Multitasking is an essential element of this position. ➤ Probationary Period of 6 months. As per the collective agreement, new employees are subject to a 6 month probationary period. 		

I have read, clearly understood, and accept the above working conditions as outlined. All applicants must sign and date. *Your application will not proceed further in the process without a signature and date.*

The position of a Dispatcher is pivotal to the operations of a Fire Centre. A Dispatcher must be willing and able to be flexible regarding shift scheduling, extended work days, travel obligations, and standby requirements.

Upon successful hire, the following willingness statements become conditions of employment:

- Willing to work shift work as assigned by the supervisor (including overnight shifts).
- Willing to work extended hours (including days of rest) with limited notice or be on standby for extended periods of time in accordance with operational plans/safe work directives.
- Willing to travel with limited notice for possibly extended periods of time.
- Willing to be flexible regarding ongoing changes in responsibilities, assignments and corporate structure.
- Upon deployment, Dispatchers may be required to change their shift to meet the operational requirements of the requesting Fire Centre and/or fire and/or reporting location.
- Willing to fly in small planes and/or helicopters if required.

Signature _____

Date _____