



BC WILDFIRE SERVICE DISPATCHER APPLICATION

The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development – BC Wildfire Service accepts applications between November to February from qualified candidates interested in **OPERATIONS CENTRE DISPATCHER** positions.

Application Deadline: Varies by Centre location. Please refer to the seasonal opportunities page on the BCWS Employment website for closing dates. (see link under Instructions heading)

Instructions:

1. Read the entire application package carefully.
2. Fill out the form completely. Incomplete applications will not be processed.
3. Go to BCWS seasonal employment opportunities for cover letter and résumé requirements, here: <http://bcfireinfo.for.gov.bc.ca/hprScripts/Jobs/index.asp>
4. Submit your application before the deadline to each Fire Centre location that you would be willing to accept a position. Late applications will not be processed.

Personal Information	
Last Name	
First Name	
Contact Number	
Email Address	
Mailing address	
City	
Province	
Postal Code	
Citizenship	

Preferred Work Location	
Rank locations in order of preference for only those locations that you are willing to accept: <i>*Only select ONE location per ranking number. You may not choose multiple locations to rank as #1.</i>	
	Cariboo Fire Centre (Williams Lake) Coastal Fire Centre (Parksville) Kamloops Fire Centre Northwest Fire Centre (Smithers) Prince George Fire Centre Southeast Fire Centre (Castlegar) Provincial Air Tanker Centre (Kamloops)

Working Conditions

Dispatchers are pivotal to the operations of a Fire Centre and must be willing and able to be flexible with shift scheduling, extended work days, travel obligations, and standby requirements. Please read and answer the following job condition statements carefully. As a dispatcher, are you willing and able to do the following?

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.

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.

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.

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).

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.

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.

Do non-dispatch related tasks. When not actively dispatching, personnel are expected to do project work and related tasks.

Attend and successfully complete all training. All required training must be successfully completed.

Work in an emergency, high activity, often stressful, work environment. Dispatchers are responsible for the safety monitoring of all resources. They must remain calm and focused in an emergency situation. Multitasking is an essential ability of this position.

Are you willing to fly in helicopters or small and large fixed-wing aircraft?

Which OS are you using to complete this form?

Windows

Android

Mac

iOS

For optimal compatibility, Windows PC is the recommended platform. Occasionally errors have occurred for Mac/iOS users when the application form is received on Windows PC government workstations. Typically these errors are related to the drop down fields. If you are using Mac/iOS, the Fire Centre Contacts may follow up with you to clarify any information that appears to be missing as a result of these known compatibility issues.

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

- To take in-house training and certification as required.
- To work under adverse or stressful conditions, including smoke, extreme heat and mountainous terrain in remote and isolated conditions.
- To keep current on emerging issues.
- To work in a shift rotation, extended hours, including weekends and overnight, and be on standby with limited notice in accordance with the preparedness plan.
- To travel and overnight in remote locations where accommodations may vary.
- To participate in Incident Command System positions as assigned.
- To be flexible to ongoing changes in responsibilities, assignments, and corporate structures.
- To fly in aircraft as required, fixed wing and rotary wing.

NOTE: There is a 6-month probationary period. As per the BCGEU Collective Agreement, all new employees are subject to this 6 month probationary period.

Staffing Criteria / Qualifications	
Required Education, Training And Experience:	
Grade 12.	School and graduation year:
Valid Driver's License.	Class 5 (preferred) <input checked="" type="radio"/> Class 7 <input type="radio"/>
Typing speed, prefer 50+ wpm.	WPM:
Computer experience, good understanding of Microsoft Office, Windows, data input. Explain how you meet this qualification:	
Communication skills, written and verbal. Explain how you meet this qualification:	
Teamwork skills. Describe an experience that demonstrates how you meet this qualification:	
Multitasking skills. Describe a situation that demonstrates how you meet this qualification:	

Preferred Experience, Certification/Training:

**text wrap is disabled; use additional info text box on page 5 if more explanation required*

Prior dispatch experience. If yes, explain:

Experience working in a demanding environment where self-control or stress management techniques were used (i.e. high volume restaurant, warehouse, childcare, high level sports referee, etc).

If yes, explain:

Post-secondary education. If yes, provide school, program, and graduation year:

S-100 Basic Fire Suppression and Safety

I-100 Introduction to Incident Command System

Geographic knowledge of BC

Radio communications experience, and/or Restricted Operators Certificate. If yes, explain or provide certificate #:

Emergency Response Experience. If yes, explain:

Fire Operations / BC Wildfire Service background. If yes, explain:

Records management/filing experience

BCWS incident management systems experience. If yes, explain:

Other:

Do you have any physical or mental limitations that may prevent you from performing any of the job tasks as listed?

If yes, briefly describe:

The date which you are available to start work for the upcoming fire season is:

(mmm-dd)

The date which you are available to work until at the end of the upcoming fire season is:

(mmm-dd)

Previous employment. Please summarize your two most recent job positions:

1. Employer:

Employer address:

Date of employment: *(mm-yyyy)* to *(mm-yyyy)*

Position / job title:

Describe your duties / responsibilities:

2. Employer:

Employer address:

Date of employment: *(mm-yyyy)* to *(mm-yyyy)*

Position / job title:

Describe your duties / responsibilities:

Do you have any other relevant work, volunteer, or personal experience that you believe should be considered for this application?

Final Verification

Sign and date this application.

Doing so means:

- I have read, understood, and accept the working conditions as outlined.
- I confirm that all information I have entered on this application is correct.

Type your name and the date, then confirm by clicking the checkbox.

Full name

Date

Fire Centre Contacts

Submit this completed application form and cover letter or résumé, if required, to each Fire Centre location contact where you would be willing to accept a position:

Cariboo Fire Centre - Williams Lake	Tracy Freeman 3020 Airport Rd Williams Lake, BC, V2G 5M1 Office: (778) 799-2155 Tracy.Freeman@gov.bc.ca
Coastal Fire Centre - Parksville	Kristen Hensel 665 Allsbrook Rd Parksville, BC, V9P 2T3 Office: (250) 951-4214 BCWS.COFCRecruitment@gov.bc.ca
Kamloops Fire Centre	Erica Ducommun 4000 Airport Drive Kamloops, BC, V2B 7X2 Office: (250) 554-5500 Erica.Ducommun@gov.bc.ca
Northwest Fire Centre - Smithers	Alyson Guenter Bag 5000, 3359 Victoria Dr Smithers, BC, V0J 2N0 Office: (250) 847-6633 Alyson.Guenter@gov.bc.ca
Prince George Fire Centre	Sandra Johnston 3740 Opie Cres Prince George, BC, V2N 4P7 Office: (250) 960-2302 Sandra.Johnston@gov.bc.ca
Southeast Fire Centre - Castlegar	Cindy Munns 208 Hughes Rd Castlegar, BC, V1N 4M5 Office: (250) 365-4040 Cindy.Munns@gov.bc.ca
Provincial Air Tanker Centre - Kamloops	Naomi Spendiff 3080 Airport Drive Kamloops, BC, V2B 7X2 Office: (250) 312-3020 Naomi.Spendiff@gov.bc.ca