

**WUI Crew Boss (WUIB)**

A WUIB is responsible for supervising and performing tactical assignments of a single resource assigned to them (i.e. engine operations and site preparation activities) during the pre-impingement, impingement and post-impingement phases of an incident.

This also includes providing reports on work progress and resource status and maintaining work records on assigned apparatus and personnel. The WUIB may report to a WUI Strike Team or Task Force Leader (WUIL) or the WUI Branch Director, a Division, or a Group Supervisor, depending on the organizational structure of an incident.

**Job Type**

Full Time / 2-Year Contract

**Employer Contact**

Brittany Derricott, CAO

**Salary Range**

\$36.50 - \$41.50 per hour (commensurate with experience)

Vacation pay will be 6% on each paycheck as incurred and any vacation time taken will be unpaid.

**Hours Per Week**

42 hours/week on a rotating schedule

**Benefits**

An employer-paid comprehensive benefits package, including health and dental benefits, accidental death & disability, and life insurance (including for a dependent) will be provided effective September 1, 2025. The employee be responsible for paying premiums for short- and long-term disability insurance.

**Closing Date**

Friday, June 6, 2025 at 4:30pm MST

**Location**

Kananaskis Emergency Services Centre, and other locations as required

## **Diversity Statement**

Kananaskis Improvement District is committed to a diverse and inclusive workplace that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported.

## **Summary**

Reporting to the Fire Chief, this grant funded position is primarily responsible to lead the Wildland Urban Interface (WUI) Team in support of wildfire response across Alberta, which includes WUI deployment and training. The work performed includes collaborating with Alberta Wildfire, the Alberta Emergency Management Agency, and the Province of Alberta. Additionally, during the off-season, this position will also respond to emergency and non-emergency incidents at Kananaskis Improvement District (KID) and any municipalities or regions with which KID has an agreement.

This position, based on qualifications, can participate in promoting public safety by taking part in activities to educate the public about fire prevention; complete documentation related to inspection activities of equipment and emergency vehicle maintenance; and completes regular training and delivery of fire suppression, rescue, and emergency operations.

This position will comply with KID's Occupational Health & Safety Program and operate in compliance with all of KID's Standard Operating Procedures (SOPs), Policies, and Directives.

Additionally, this position will be key in maintaining high morale and operational readiness of the WUI Team.

## **Key Responsibilities**

- Conduct preparedness, response, and operations in the wildland and WUI environments
- Represent the Wildland Urban Interface (WUI) program to various cooperating entities, such as the Forestry Operations Branch and the Alberta Emergency Management Agency
  - Cultivate enduring work relationships and ambassadorship for the WUI program
- Plan and execute WUI education activities

- Respond to wildfires in the province in various locations
- Attend training with the current provincial WUI teams
- Deliver and host training with the current provincial WUI teams
- Provide effective direction, operation, and oversight of:
  - Training programs for KID WUI Firefighters and programs;
  - Servicing and maintenance of all apparatuses and equipment, maintaining them in a state of readiness, and ensuring that all required inspections and servicing is performed as required;
- Ability to deploy for up to 21 days on short notice

#### **Additional Responsibilities**

- Promote public awareness of departmental and KID activities
- Attend KES training courses
- Promote the professional development of firefighters
- Participate in the following activities:
  - Fire Suppression
  - Rescue
  - Firefighting
  - Medical Response
  - Aviation Incidents
  - Vehicle Rescue
- Lead a WUI Team
- Complete documentation as required
- Plan and execute FireSmart initiatives
- Act as the officer on duty if needed and available
- Drive and operate emergency equipment

- Ensure that all department owned equipment is properly maintained, inspected, with appropriate records kept
- Undertake other duties as assigned

## **QUALIFICATIONS**

### **Required**

Please note that any job specific training that is a requirement of the WUI Team will be provided.

- High School Diploma or GED
- Minimum 3 years' work experience performing Firefighter responsibilities
- Specialized Fire Training required:
  1. NFPA 1001 – Standard Firefighter Level I & II
  2. NFPA 1002 – Fire Apparatus Driver & Pump Operator
  3. NFPA 1006 – Vehicle Ex/Technical Rescue
  4. NFPA 470 (1072) – Hazardous Materials Response, Awareness and Operations
  5. NFPA 1140 (1051) – Wildland Firefighter Level 1
- Valid First Aid and CPR "C" Health Care Provider Certificate (or higher)
- Knowledge of the *Occupational Health and Safety Act* (OH&S) and *Regulations* related to firefighting, and Alberta Fire and Safety Codes
- Satisfactory background screening is required for this position including a Criminal Record Check and a Vulnerable Sector Check
- A Valid Class 3 Driver's License with Air Brake Endorsement, with a 3-Year Driver's Abstract is required
- Ability to drive into Kananaskis Emergency Services Centre to report to work, per the assigned schedule

### **Preferred/Considered an Asset**

- Minimum 2 years' work experience as a WUI Crew Boss

- AFCA 2020 S215 conversion and Slave Lake WUI course with bridging exam
- NFPA 1021 – Fire Officer Level I and Level II
- NFPA 1031 – Fire Inspector and Plan Examiner
- NFPA 1033 – Fire Investigator
- NFPA 1041 – Fire Instructor Level I
- NFPA 1521 – Incident Safety Officer
- Basic Safety Officer Course
- ICS 200
- Familiarity with the geographic area of KID

## **SKILLS & ABILITIES**

- Ability to maintain a high degree of confidentiality, trustworthiness, and integrity
- Excellent verbal and written communication skills
- Work collaboratively and effectively with others to set goals, resolve problems, and make decisions
- Ability to exercise good judgement within an emotionally challenging environment
- Must be able to communicate clearly and concisely under stressful situations and be able to work under arduous physical conditions as part of an active firefighter and rescue team
- Demonstrate effective interpersonal communication and conflict resolution skills
- Communicate effectively and diplomatically with the public
- Provide supervision, coaching, and mentorship to staff and volunteers
- Strong leadership skills to lead a WUI Team and ensure cohesion and morale within the team
- Demonstrate a commitment to continuous training and professional development opportunities to meet firefighting requirements
- Adherence to accepted safety practices

- Report Health and Safety Incidents as per the KID's Health and Safety Program policies and directives

### **Additional Background Information on the WUI Program**

The Alberta WUI program is a collaborative effort between the Alberta Emergency Management Agency (part of the Ministry of Public Safety & Emergency Services) and the Forestry Operations Branch (part of the Ministry of Forestry & Parks). This program focuses on mitigating the risks associated with wildfires in areas where homes and industrial or agricultural buildings are located near wildland vegetation.

- **Program Focus:**

The WUI program aims to reduce the risk of wildfires spreading from the wildland into urban areas, protecting lives and property. This involves a range of activities, including:

- **Public Education and Community Engagement:** Working with [FireSmart Alberta](#) to educate residents about wildfire risks and how to prepare their homes and properties.
- **Pre- and Post-Incident Activities:** Supporting local emergency plans and evaluating wildfire responses.
- **Resource Coordination:** Ensuring that resources, including firefighters and equipment, are available to respond to wildfires.
- **Hazard Mitigation:** Providing recommendations for changes to provincial codes and standards to address WUI-related risks.

### **How To Apply**

Applicants are advised to provide information in their cover letter and resume that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience, and relevant examples of required competencies.

Any costs associated with obtaining the required documents/checks as noted or interview travel expenses, will be the responsibility of the candidate. Out-of-province applicants can obtain the required documents/checks from the province they currently reside in.

Candidates are required to apply for a job by e-mailing a cover letter, resume, and any other required certification/documentation in one PDF file to [brittany.derricott@gov.ab.ca](mailto:brittany.derricott@gov.ab.ca).

References may be requested before a job offer is extended.

## **Selection Process**

Individuals selected to continue through the process will be required to pass a physical assessment, driving and pumping competency evaluation, and interview. Successful candidates will be required to complete additional onboarding training and shadow shifts prior to commencing operations. The position is anticipated to start June 2025; an exact date will be provided once a suitable candidate is found.

## **Application Submission**

**Documents must be submitted in PDF format and as a single file for each of the main bullets listed below:**

- Cover Letter and Resume
- Driver's License
- 3-Year Driver's Abstract
- Medical Self-Assessment Form
- Certifications: Include all of the following applicable (the following are the minimum certifications that are required to be included):
  - Copy of high school diploma (and any higher level post-secondary certificates/diplomas/degrees)
  - Copy of accredited NFPA 1001 Level II certificate
  - Copy of accredited NFPA 1002 Driver Operator & Pumper certificate
  - Copy of accredited NFPA 1006 Vehicle Ex/Technical Rescue certificate
  - Copy of accredited NFPA 470 (1072) Hazardous Materials Response, Awareness and Operations certificate
  - Copy of accredited NFPA 1140 (1051) Wildland Firefighter 1 certificate
  - Copy of ICS 200 certificate (or higher level certificate if obtained)
  - Copy of current Standard First Aid with CPR "C" Certificate
  - Any other certification that is directly relevant to the role