

FIRE EMERGENCY PLANNER/TRAINER

Location: Winnipeg, Manitoba
Closing date: June 22nd, 2017

Full Time, Permanent Position
All Submissions will be kept CONFIDENTIAL

WHY YOU SHOULD READ FURTHER

This is a unique job. Are you curious what the view is like from the roof of the Richardson Building? How about the Winnipeg Jets locker room? The tunnels under the airport? Going behind the scenes of secure federal facilities, aerospace, hospitals, etc?

Our job is to go into all sorts of buildings, document their hazards and safety systems, write an evacuation plan, and train their staff on what to do in case of emergencies.

Not only will you get a chance to see things most people never see, but you do it as part of a small, eclectic team with a great sense of humor!

Side benefit: you make the world a safer place.

Succeeding in this job will require you to develop broad competency across many topics/skills. You don't need decades of experience – just to be intelligent, hard-working, and adaptable.

THE POSITION

Fire Plan Strategies is seeking a highly self-motivated individual with strong analytical and communication skills, strong technical writing, project coordination acumen, and the willingness to learn to deliver safety training.

The Fire Emergency Planner/Trainer will learn to design and write fire safety plans, conduct site analysis, coordinate the assigned projects, and deliver fire extinguisher and fire evacuation training. Occasional travel within Manitoba and across Canada will be required.

The company **will provide training** in the technical aspects of the job as it relates to fire safety. Training will include paid post-secondary education in the fire safety field on company time.

Some senior team members have retired, and we're always growing, creating opportunities for new staff to reach a supervisory position where they can coach/coordinate future junior staff.

THE COMPANY

Fire Plan Strategies is a fast-growing Winnipeg business providing services across Canada.

Our company is positioned as a premium provider of fire safety and evacuation planning and training services to private industry, municipal, and federal clients across Canada. Notable recent high-profile projects include the Canadian Museum for Human Rights, Investor's Group Field, MTS Centre, and Richardson International Airport. Other projects involve high-rise, commercial, residential, and industrial facilities from coast to coast. We leverage fire safety expertise with advanced technology to provide industry-leading fire safety planning products.

This is an opportunity to get involved with an entrepreneurial company that is projecting continued growth for many years.

ABOUT FIRE SAFETY PLANS

Fire Safety Plans are documents required by the fire code that describe evacuation plans, safety systems, maintenance procedures, etc. within buildings. Creating these plans includes writing technical descriptions of the site-specific configuration and behaviour of life safety systems such as sprinkler systems, fire alarm systems, elevators, emergency generators, smoke control systems, etc. The evacuation plan must be designed custom for the needs/situation of the building and occupants, and includes both high-level overview and role-specific detailed procedures for all types of building occupants.

Each fire plan requires input from site analysis (technical descriptions, photographs), our drafting team (floor plans and evacuation sign layouts), and the client (human resources info and company organizational structure). The Fire Plan is often one of the final steps to a client being allowed to occupy their building, so hard, short deadlines accompany some projects.

Fire safety training ranges from canned presentations (fire extinguisher training) to fully customized site-specific fire warden and evacuation training.

PRIMARY RESPONSIBILITIES

Fire Safety plan writing

- Create premium quality fire safety plans specific to the client's property that comply with the local jurisdiction's fire codes using our proprietary software.
- Synthesize information from site auditor, photographs, floor plans, technical reports, and client description into a cohesive picture. Conflicting information is common.
- Develop site-specific evacuation strategies that respect the unique hazards and safety features of sophisticated industrial and commercial complexes.
- Liaise with local fire officials, research local bylaws and associated standards documents to adapt the plan to unique local requirements.

SITE ANALYSIS

- Perform on-site analysis of buildings to identify and document life safety systems.
- Annotate floor plans for the drafting group.
- Schedule visits to client sites

PROJECT COORDINATION

- Coordinate all tasks, assign responsibilities and collaborate with involved parties.
- Schedule local resources (site auditor and drafting staff), specify requirements to those resources, and review/revise their results.
- Synthesize these pieces into a logically consistent and accurate overall plan.
- Maintaining project awareness of several (10-30) such projects (at different stages) at once, ensuring we can deliver our services on time to our clients.

Training

- Deliver in-person or remote training sessions. Group sizes range from 2-30.
- Customize training presentations to clients' evacuation plans.
- Schedule the training.

Qualities

- Ability to think strategically and systematically.
- Strong critical-thinking, problem-solving, and analytical skills.
- Ability to identify key issues and recommend clearly defined solutions and/or responses and/or targeted questions to ask during site analysis (everybody lies).
- Quick learner and self-starter who is able to work independently with minimal direction and supervision, as well as within a team.
- Adaptable to new situations and able to keep calm under pressure of diverse and sometimes antagonistic questions in a group setting.
- Proactive and logical approach to information gathering.
- Ability to synthesize complex ideas and present information clearly and effectively.
- Results-oriented is a must, with an eye for detail and the ability to be effective in a hands-on role, continually looking for what is best for the client.
- Strong leadership, communication (written and oral) and interpersonal skills.

EDUCATION & EXPERIENCE

- **REQUIRED:** Degree/Diploma in engineering, science, technology. Equivalent experience will be considered for exceptional applicants.
- Experience in a professional role is an asset.
- Fire safety experience/training is **not** required. Any experience with fire and life safety systems, evacuation planning, and public education would be an asset.

ADDITIONAL INFORMATION

Some candidates will be contacted for a phone interview. Finalists participate in evaluations of general aptitude, English technical writing, problem solving, and verbal communication.

Fire Plan Strategies offers a competitive compensation package commensurate with qualifications and experience, a comprehensive benefits package, and revenue sharing.

We follow Manitoba Employment Standards.

Relocation assistance available for outstanding candidates in Canada but outside of Manitoba.

Starting salary range: \$50,000 - \$70,000.

If you would like to be part of an entrepreneurial team, **please apply at:**

<http://fireplan.ca/jobs-at-fireplan>

Apply by June 22nd 2017. Interviews start ASAP for exceptional candidates.

We thank all applicants for their interest and will notify all applicants after the position has been filled.