



Fire Chief Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Chief Administrative Officer, the Fire Chief oversees the administration, direction, and control of all aspects of the fire department including fire suppression, training, and fire prevention activities ensuring compliance with legislated codes and City bylaws and policies. Also administers applicable local and provincial fire regulations. This position is required to be on-call and may be required to work long hours during emergency situations. Evening meetings, open houses, and training are regular features of this role.

DUTIES AND RESPONSIBILITIES:

The key accountabilities of the Fire Chief role include:

- Develops and implements fire department plans by establishing goals, objectives, and strategies in consultation with stakeholders; developing, reviewing, and revising plans; and monitoring and communicating the status of fire department plan implementation;
- Takes a lead role in organizing and assuming command of firefighting and related emergency activities;
- Responds to fires, and other emergency incidents, including evening and weekend response calls;
- Provides vision, leadership, and strategic direction to firefighters in a manner that contributes to their motivation, morale, commitment, and contribution to the organization;
- Leads, directs, and mentors senior officers on operational and administrative matters;
- Responsible for all human resources matters including staff recruitment, retention, and promotion, succession planning, personnel issues and disciplinary actions, and represents the Department in all labour relations matters;
- Responsible for maintaining a respectful workplace, free of harassment and discrimination within the department, and managing conflicts that arise;
- Establishes, implements, and regularly updates operational guidelines based on best practices, relevant legislation, and regulations;
- Applies technical knowledge and expertise to recommend amendments to fire and life safety bylaws;
- Develops and maintains training programs in accordance with “Level of Service Policy”, BC Structure Firefighter Minimum Training Standards, and accepted standards to build capacity; understanding of skill of staff and volunteer firefighters; and maintains accurate record management of all training provided;
- Ensures pre-plans are in place for all public, commercial, and industrial properties within the fire protection area;
- Promotes and facilitates positive public relations through presentations, public education, and outreach programs, media opportunities, and participates in promotional and special events;
- May direct and maintain a comprehensive fire prevention program and provides education on fire prevention and life safety;
- Participates in a variety of committees, and collaborates with City Council, staff, and volunteers to develop and update long-range capital, financial, and strategic plans, and budgets;
- Ensures the department operations adhere to long and short range plans, budgets, bylaws, and policies;
- Directs the operation, maintenance, control, and repair of all firefighting equipment and other department property, while maintaining accurate records;



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- Assists with fire investigations and the City's Fire Inspection Program;
- Liaises with representatives of neighbouring fire departments to ensure adequate agreements are developed to mitigate major emergency incidents;
- Manages all aspects of staffing including recruitment and selection, scheduling, supervision, coaching and disciplinary actions, performance management, and all other people management practices;
- Maintains ongoing professional development to ensure knowledge of updates, standards, and regulations, including WorkSafeBC;
- Ensures a positive, diverse, and inclusive work environment;
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial ministries, regulatory agencies, consulting groups, community groups, neighbouring municipalities, committees, contract partners, and first nations;
- Builds strong working relationships with all City departments to coordinate projects and ensure information flow;
- In the event of an emergency, this position may be a member of the Emergency Operations Centre (EOC) and staff team.

SELECTION CRITERIA

The ideal candidate will have the following qualifications, experience, and training:

- 10 years of satisfactory service as a Senior Fire Officer, particularly in a volunteer Paid on Call department;
- Satisfactory completion of accredited (IFSAC or ProBoard) Fire Service 'instructor/evaluator' training;
- Satisfactory completion of Fire Inspector training through an accredited institution;
- Satisfactory completion of a minimum of accredited (IFSAC or ProBoard) Fire Officer III (NFPA 1021 Level 3), completion of Fire Officer IV is desirable;
- First Responder Level 3 First Aid;
- Well versed in the Incident Command System (ICS); the minimum level of ICS 300, ICS 400 preferred;
- A Chief Fire Officer designation would be an asset;
- Level 1 Fire Investigator Training (NFPA 1033) would be an asset;
- Strong verbal presentation skills;
- Professional computer skills, including the ability to produce high-quality and concise reports and plans;
- Valid BC Class 3 Driver's License with air brake endorsement; satisfactory driver's abstract required;
- Satisfactory criminal record and vulnerable sector check.