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## **FIRE CHIEF (Permanent Full-Time)**

The City of Duncan invites applications from candidates with the proven skills, qualifications, and abilities for the full-time permanent position of Fire Chief.

Duncan is small, in a Big way. Just five hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful, walkable, compact downtown blocks lined with 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city of 5,000 people aims to be one of the most livable small cities in Canada, proudly serving as the economic and cultural heart of the Cowichan Valley. Located in the traditional territory of Cowichan Tribes, Duncan seeks to be welcoming, diverse, creative, environmentally sustainable, and resilient.

The department currently has 1 Fire Chief, 1 Deputy Chief, 1 Assistant Chief, 3 Captains, and 3 Lieutenants and a growing membership. The department has two contract service area partners; the Cowichan Tribes – Somona Village and Duncan mall areas, and Cowichan Valley Regional District – Eagle Heights area. All department positions are currently Paid on Call with some honorariums, with this Fire Chief posting being the first ever full-time paid position at the hall.

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. The Fire Chief assists with fire investigations and the City's Fire Inspection Program as needed. This is an exciting professional opportunity for an experienced, progressive, and talented Senior Fire Officer.

With administrative support from the CAO, HR, and Finance (Accounts Payable and Payroll), the Fire Chief will lead a diverse and passionate group of Paid on Call volunteer members.

Please submit a cover letter and complete resume of experience, qualifications, and three references to Human Resources at [HR@duncan.ca](mailto:HR@duncan.ca). This posting will remain open until filled.

This is a permanent full-time exempt position with a competitive salary and benefits package, commensurate with experience. A detailed job description and required qualifications are available on the City of Duncan website ([www.duncan.ca/category/employment-opportunities](http://www.duncan.ca/category/employment-opportunities)).

*We thank all applicants, but only those being considered for interviews will be contacted.*