

## **FIRE CHIEF – CHARLIE LAKE VOLUNTEER FIRE DEPARTMENT**

### **SUMMARY**

Reporting to the Peace River Regional District's Manager of Community Services, the Fire Chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression, and fire prevention activities of the department. The Fire Chief will also administer applicable local, provincial and federal fire regulations.

Administrative duties include planning, directing, and controlling all fire department activities including recruitment of volunteers, purchase of equipment, control of expenditures, preparation of budget estimates, records management and supervision of fire department staff. The Fire Chief consults with the Peace River Regional District Fire Operations Committee on problems of policy and planning, but works independently in supervising technical operations.

### **EXAMPLES OF RESPONSIBILITIES**

- Ensures the development and implementation of fire department plans by setting goals, objectives and strategies, consulting with stakeholders, developing action plans, reviewing and revising plans and monitoring and communicating status of fire department plan implementation.
- Organizes and assumes command of firefighting activities and related emergencies as required.
- Establishes and implements Operational Guidelines based on best practices and OH&S regulations.
- Ensures the development and implementation of training programs in accordance with accepted standards to improve the understanding and skill of staff and volunteers in firefighting.
- Ensures compliance with Legislated Codes and Regional District bylaws.
- Promotes, facilitates and delivers public relations, public education and media relations by providing assistance, making presentations, and participating in special activities.
- Investigates fires to determine origin and gathers and presents evidence in suspected arson cases.
- Directs and maintains a comprehensive fire prevention program including a system of regular inspections of public buildings, public education and life safety. Recommends amendments to fire and life safety bylaws.
- Takes part in the Regional District Operations Committee meetings as required; works with Operations Committee, fire department staff and volunteers to develop and revise long-range capital plans, strategic plans and budgets.
- Prepares and submits annual budgets and long-range plans and makes expenditures within approved limits; consults with the Operations Committee and Fire Services Advisory Committee (FSAC) on annual budgets.

- Provides orientation to the public Fire Services Advisory Committee; acts as a technical advisory member of the FSAC and first point of contact with the Fire Department for FSAC members.
- Ensures adequate records are kept of all required maintenance and training.
- Directs the operation, maintenance, control and repair of all firefighting equipment and other departmental property.
- Works with Regional District staff, volunteers, local businesses and the community to implement an effective volunteer recruitment and retention program.
- Works with Regional District and member municipality staff to explore opportunities for shared resources, service delivery and training efficiencies throughout the region.
- Liaises with and advises Regional District departments on development permit applications and/or subdivisions and the implications for firefighting as part of the development approval process.
- Maintains an effective working relationship with all Regional District departments and carries out such additional duties as requested by the Manager of Community Services.
- Ensures that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaises with representatives of neighboring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Ensures that all local government policies and processes are adhered to.
- Participates in the local and regional emergency planning process as needed.
- Participates in Fire Chiefs' Association at the provincial or regional level.
- Other duties as required.

#### **QUALIFICATIONS**

- Extensive knowledge of Fire Department rules, regulations, orders, policies, guidelines and procedures and applicable Local Government and Provincial Codes, Acts and Bylaws.
- Considerable knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment.
- Ability to provide leadership and develop and implement long range plans and programs.
- Ability to establish and maintain effective working relationships with volunteers, the general public, elected officials, Regional District staff and mutual aid partners.
- Demonstrated ability to assume a command position in an emergency situation.
- Good analytical skills, able to assess situational requirements and exercise sound judgment; able to prioritize tasks and react quickly while remaining calm under duress and strain.
- Proven supervisory ability; ability to effectively train and supervise volunteers; ability to maintain discipline while promoting organizational morale.

- Ability to manage and direct volunteers engaged in diverse activities.
- Ability to be innovative and develop new techniques.
- Ability to effectively administer the operations of the fire department.
- Ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and Regional District.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Strong analytical skills to plan and evaluate the needs of the Department.

### **DESIRABLE TRAINING, EXPERIENCE & POSITION REQUIREMENTS**

- High school graduation plus extensive experience of a progressively responsible nature in firefighting, including a minimum of 5 years of satisfactory service as a Fire Captain or higher.
- Business/Administration Diploma from a recognized institution or an equivalent combination of training and experience in administration.
- Satisfactory completion of the Evaluator Certification Workshop through the Justice Institute of BC
- Satisfactory completion of NFPA 1001 Level 2
- Satisfactory completion of Fire Inspector and Fire Investigation training through a recognized institution.
- Completion of the Justice Institute of BC Command Officer and Administration Officer programs or equivalent is preferred.
- Enrolled in Fire Officer training with satisfactory completion of a minimum of Fire Officer III.
- Knowledge and training in BCERMS and Incident Command System (ICS) and completion of a minimum ICS 200.
- First Responder Level 3 First Aid
- Successful completion of a criminal record check
- Typing and up-to-date computer skills.
- Valid B.C. Class 3 drivers licence with airbrake endorsement.
- Equivalent combination of training and experience.

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The above is a general description of the principle job functions and is not a detailed description of all work responsibilities that may be inherent or assigned to fulfill the job position.