

FIRE CHIEF, HALFMOON BAY VOLUNTEER FIRE DEPARTMENT

REPORTS TO: Manager, Protective Services

EXEMPT (Y/N): Yes

SALARY LEVEL: Exempt Grid

DATE: Aug 2020

DIVISION: Protective Services

DEPARTMENT: Planning and Development

Replaces: Fire Chief, HBVFD

Date: October 2019

SUMMARY: This position is responsible for the planning, coordination, and control of the activities and business affairs of the Halfmoon Bay Volunteer Fire Department Services, including but not limited to, fire prevention, suppression, inspection, fire-fighting, and all related emergency services through the management and leadership of volunteers and staff in compliance with applicable Regional District bylaws, policies, procedures, statutory requirements, and the collective agreement.

KEY RESPONSIBILITIES *include:*

1. Directs and participates in fire prevention, fire-fighting, training, and investigation activities including conducting fire safety inspections as necessary on a variety of public, commercial and industrial facilities to ensure compliance with all local and provincial fire safety regulations.
2. Supervises emergency operations involving the Fire Department and assumes command when necessary.
3. Ensures fire protection gear and equipment is maintained in safe working order according to established schedules.
4. Answers enquiries and provides general information to the public, e.g. backyard burning, issues fire permits in accordance with established guidelines, maintains filing systems including records of training hours for volunteers, and creates, provides, and presents periodic summary reports.
5. Participates as a member of the SCR D management team in the development of strategic and corporate goals and objectives.
6. Ensures the development of operational and capital budgets for consideration by the Board of Directors.
7. Acts as a resource in support of the Emergency Preparedness Program including serving as a Deputy or relief Program lead when required.

TYPICAL ACTIVITIES *include:*

1. Establishes and maintains safe operating procedures and ensures compliance with health and safety regulations.
2. Plans, develops, implements and evaluates programs and operations to improve overall service delivery.
3. Interacts and liaises with Fire Chiefs and others regarding policy direction on fire protection services, recommendations on bylaws, strategic, and financial plans.
4. Prepares and presents regular reports for Fire Department members, senior leadership, and governing bodies, and participates in programs, campaigns, educational sessions, and/or presentations to community associations and other stakeholders.
5. Oversees the recruitment and selection of fire department staff and volunteers, reviews and

provides performance engagement feedback, and addresses performance concerns via coaching, development, and/or disciplinary action as required.

6. Ensures appropriate administration of the collective agreement, promotes a positive labour relations climate, and is responsible for handling grievances for division staff in the bargaining unit.
7. Maintains up to date knowledge of the Workers Compensation Act and applicable OHS Regulations in order to comply with and promote safe work practices and procedures in support of a safe and healthy work environment.
8. Monitors division budget and approves expenditures in designated functions within budgeted limits and coordinates the flow of budget information.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of Grade 12 or equivalent.
- Fire Officer Level 2, with preference to Level 3 or higher, and First Responder certification, or equivalent, from a recognized institution.
- Completion of the Fire Service Administration program through the Local Government Management Association of BC, or willingness to obtain.
- Emergency Operations Centre (EOC) Essentials, with preference given to additional emergency preparedness certification.
- Minimum of five (5) years of increasingly responsible experience within the fire service, including command of firefighting staff in emergency situations, and ideally including two (2) or more years as an officer in a rural, volunteer, or composite department.
- Valid Class 5 BC driver's licence with air brake endorsement.
- An equivalent combination of education and experience may be considered.

OTHER SKILLS/KNOWLEDGE/ABILITY

- Advanced level technical knowledge including knowledge of administrative methods, techniques and practices as applied to Fire Department operations.
- Working knowledge of the current legal requirements and liability issues involved in the provision of fire services including the BC Playbook, BC Building Code, BC Fire Code, documents, and bylaws.
- Demonstrated skills in team leadership and development.
- Ability to deal effectively with staff, and all external stakeholders with tact and diplomacy.
- Skilled in oral and written presentation and training techniques.
- Ability to read, analyse and interpret financial statements and statistical data.
- Knowledge of management and labour relations principles and practices.
- Proficient with standard software packages such as database and word processing software.