

## EXEMPT JOB DESCRIPTION – Director of Fire Services/Fire Chief



JOB TITLE: Director of Fire Services / Fire Chief  
PAYGRADE: EXEMPT  
REPORTS TO: CAO

### NATURE AND SCOPE OF WORK:

Under the general direction of the Chief Administrative Officer at the City (CAO), the Fire Chief is responsible for developing and facilitating an innovative, efficient and highly effective composite fire and rescue service, ensuring day-to-day and strategic administrative and operational capabilities. This includes organizing and leading all fire and rescue service business, operations and administration as well as command firefighting operations and other emergency situations.

This senior, exempt full-time position is a key member of the Senior Leadership Team and actively participates in developing policies and resolving complex issues that may have city wide implications. In addition, this position provides advice and expertise to the corporate emergency management program.

Responsibilities may also include consultation, direction or response to emergency conditions during non-business hours.

### KEY RESPONSIBILITY AREAS:

Plans, manages and supervises the Fire Department in accordance with applicable policies, bylaws, legislation, objectives and practices.

Maintains operational performance standards, ensuring the effective delivery of fire and rescue operations and administration. Ensures supervisory staff adhere to regulations and requirements in oversight of departmental operations.

Responsible for preparation of overall department capital and operating budgets. Prepares department business plan and budget allocations. Administers major service contracts. Monitors all budget areas and reallocates as required based upon priorities or changes in service capability.

Hires and manages personnel - plans, assigns, supervises (including hiring, disciplining and, where required, terminating) and checks the work of subordinate staff engaged in providing services to the fire department.

Provides leadership and guidance for all personnel within the department. Ensures that quality assurance processes are in place including probationary evaluations, and performance development reviews.

Promotes a culture of collaboration, strong customer service and quality of product and services. Provides guidance, coaching and recognition necessary to motivate departmental staff to work at their highest levels of performance.

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Ensure compliance with Operational Guidelines, City Policies, and Collective Agreements, as applicable. May be asked to participate in labour relations matters including acting as a member of the bargaining committee.

Ensure operational capability through training and education of personnel. In collaboration with Assistant Chiefs, determine the direction of future training and impacts upon the department. Support legislation and maintain compliance through effective processes.

Ensure operational capability through equipment acquisition. Directly manages major capital purchasing and replacement programs. Provide direction and oversight to division related capital and operational spending. Determine appropriate steps within budget to maintain operational viability.

Provides the CAO and Council with professional advice, including analysis of issues, options available, advantages and disadvantages and policy issues associated with alternative Council actions. Ensures that Council decisions affecting fire and rescue services are carried out in a timely and efficient manner and that Council is informed of actions taken and issues that may come before Council. Staff liaison to committees of Council as assigned.

Contributes to the corporate health of the workplace by serving on a variety of internal committees and project teams.

Respond to emergency incidents as a Duty Officer. May be called upon to serve as a senior member of the City's Emergency Operations Centre and in so doing discharge the duties and responsibilities in an effective manner.

Responds in a timely manner to a wide variety of inquiries and complaints from members of the public and other agencies. Respond to and investigate complaints and obtain all required or relevant information and data.

Familiarity with regional issues and industry best practice through participation on local, regional, provincial and national initiatives, groups and bodies.

Maintain a current and comprehensive understanding of industry practice, operational technique, instructional technique, technologies, policy directions and trends in regards to the capabilities of the department in the delivery of fire and rescue service programs.

Has input into and ensures compliance with safe work procedures for all work related to day-to-day functions in accordance with WorkSafeBC Act and Regulations. Ensures employees are aware of and follow safety standards. May conduct safety inspections and participate in investigations.

When directed, operate in the capacity of Acting CAO.

Performs related work as required.

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### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of the legislation, principles, practices, methods, techniques, safe work practices and guidelines in British Columbia related to fire and rescue services.

Sound knowledge of municipal, provincial and federal regulations and bylaws.

Demonstrated ability to provide leadership and decision making under emergency conditions.

Ability to exercise sound judgment and represent the department and the City in meeting and dealing with Boards, Committees, and the media on fire and rescue service matters and projects.

Ability to prepare professional, technical and/or administrative reports and studies, and analyze and evaluate data for complex problem solutions.

Ability to establish and maintain computerized databases and files and to review and analyze the information contained therein using standard database, spreadsheet, word processing and other specialized software packages.

Ability to perform research activities, prepare and maintain records, prepare and present technical reports, correspondence and related material.

Demonstrated ability to establish and maintain effective working relations with staff, department heads, elected and appointed officials, the general public and representatives of professional, public and community groups.

Ability to understand, interpret, summarize and communicate information in both verbal and oral report format

Ability to analyze and develop logical and systematic courses of action.

Demonstrated ability to provide effective leadership – including feedback, coaching and mentoring skills.

Ability to work calmly under pressure, without supervision.

Proficiency in a computerized environment.

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TRAINING AND EXPERIENCE

REQUIRED Qualifications:

Post-secondary degree in business management, fire administration or operations, or public safety.

Successful completion of NFPA 1001 Level 2

Successful completion of NFPA 1021 Level 3

Knowledge and training of the Incident Command System

A minimum of 10 years of progressive experience within either a career or composite fire and rescue service which must include a minimum of 3 years at an Assistant Chief level or higher.

A diverse background in all aspects of fire and rescue service operations, including training, operations, administration, public education and inspections.

Must have and maintain a safe BC Class 5 Drivers License with Air Brake Endorsement.

PREFERRED Qualifications:

NFPA 1031 Level 1

NFPA 1041 Level 1

Incident Command 300

First Responder Level 3 Certification from EMA Licensing Branch

*An equivalent combination of education and experience will be considered.*

As a condition of employment, an RCMP Enhanced Security and Vulnerable Sector Clearance is required every 3 years and a satisfactory Drivers Abstract is required annually.

Approved:

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Chief Administrative Officer

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Date

January 2019