

FIRE CHIEF/ EMERGENCY PROGRAM COORDINATOR

Job Description

NATURE AND SCOPE OF WORK

The Fire Chief/Emergency Program Coordinator is responsible for the overall management and direction of the municipal Fire Department, Community Wildfire Protection Program and Emergency Management Program. The position ensures the effective delivery of fire prevention, fire suppression, rescue, training, emergency medical services, public education, and emergency preparedness services to the community. The position also develops and implements policies, procedures, standards and guidelines for the fire and emergency programs, as well as coordinates with other municipal departments, external agencies, and stakeholders. The position reports to the Chief Administrative Officer and supervises a team of fire officers, firefighters, emergency program staff and volunteers. As a member of the District's senior management team, the position requires a decisive, strategic thinker who has demonstrated problem-solving abilities, excellent communication, change management, negotiation, and superb interpersonal skills. The ideal candidate has an inclusive and progressive management style that supports diversity.

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 include:

ADMINISTRATIVE

- 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.
- Provides vision, leadership, and strategic direction to firefighters in a manner that contributes to their motivation, morale, commitment, and contribution to the organization.
- Maintains a respectful workplace, free of harassment and discrimination within the department, and managing conflicts that arise.
- Leads, directs, and mentors senior officers on operational and administrative matters.
- Oversees all human resource matters including staff recruitment, retention, promotion, succession planning, personnel issues, and disciplinary actions, and represents the Department in all labour relations matters.
- Establishes, implements, and regularly updates operational guidelines based on best practices, relevant legislation, and regulations.
- Liaises with representatives of neighbouring fire departments to ensure adequate agreements are developed to mitigate major emergency incidents.
- Liaises with municipal elected officials, municipal senior management, the public, external agencies, neighbouring First Nations communities and stakeholders on fire hazard risk concerns.

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- Prepares and presents department reports and statistics to senior management, district council and the public.
- Prepares and administers Request for Proposal documents for the purchase of fire equipment and fire apparatus.
- Applies technical knowledge and expertise to recommend amendments to the district's fire and life safety bylaws.
- Maintains ongoing professional development to ensure knowledge of updates, standards, and regulations.
- Builds strong working relationships with all District departments to coordinate projects and ensure information flow.
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial ministries, regulatory agencies, community groups, neighbouring municipalities, committees, and First Nations.
- Ensures a positive, diverse, and inclusive work environment.
- Participates in a variety of committees, and collaborates with District 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.

OPERATIONS

- Ensures pre-plans are in place for all public, commercial, and industrial properties within the fire protection area.
- Responds to fires and other emergency incidents, including evening and weekend response calls.
- Takes a lead role in organizing and assuming command of firefighting and related emergency activities.
- Directs the operation, maintenance, control, and repair of all firefighting equipment and other department property, while maintaining accurate records.
- In the event of an emergency, the Fire Chief may be required to take on an Emergency Operation Centre role.

TRAINING

- Develops and maintains training programs in accordance with accepted standards to build capacity, understanding of skill of staff and volunteer firefighters, and maintains accurate record management of all training provided.

FIRE PREVENTION

- Directs and maintains a comprehensive fire prevention program and provides education on fire prevention and life safety.
- Assists with fire investigations and the District's Fire Inspection Program.
- Promotes and facilitates positive public relations through presentations, public education and outreach programs, media opportunities and participates in promotional and special events.

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The key accountabilities of the Community Wildfire Protection Program includes:

ADMINISTRATIVE

- Oversees all aspects of the Community Wildfire Protection Program (CWPP) by establishing goals, objectives, and strategies.
- Pursues and prepares external funding submissions to undertake FireSmart education projects, fuel mitigation projects, and or mitigation planning projects.
- Ensures CWPP plans are reviewed and revised on a regular basis, monitoring and communicating the status of CWPP plan implementation.
- Liaises with municipal senior management, the public, external agencies, neighbouring First Nations communities and stakeholders on wildfire hazard risk concerns.
- Directs and maintains a comprehensive public education program incorporating FireSmart principles and concepts.
- Reviews the municipal Emergency Response and Recovery Plan and Fire Department suppression pre-plans on a regular basis to ensure that CWPP plans are cohesive.
- Oversees regular monitoring of forest fuel treatment areas identified in the CWPP plan.
- Administers or oversees contracts within the CWPP including but not limited to prescription / document preparation planning, fuel treatment work, FireSmart assessment work, and or FireSmart rebate programs.

OPERATIONS/PUBLIC EDUCATION

- Assists in Public Education delivering presentations, hosting open house meeting, and engaging the public.
- Takes the lead role in planning and carrying out fuel treatment project on municipal lands to reduce wildfire hazard risks.

The key accountabilities of the Emergency PROGRAM COORDINATOR include:

ADMINISTRATIVE

- Ensures that the District follows all emergency requirements set out in legislation, regulations, and policy.
- Builds organizational emergency management leadership.
- Supervises the department's Emergency Support Services Director, and other emergency program staff, contractors and volunteers as required.
- Develops, maintains, and executes the Emergency Response and Recovery Plan (ERRP).
- Reviews and updates emergency plans and programs to reflect best practices and current information.

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- Leads District-wide hazard risk assessments and integrated response planning.
- Develops relationships and networks with municipal, regional districts, First Nations, and provincial agencies.
- Develops and maintains emergency planning and response agreements and relationships with external partners in the public, private and non-profit sectors.
- Establishes and coordinates emergency management committees and volunteer networks.
- Establishes a mechanism to review the emergency program and its emergency plans (after testing or implementation), consider lessons learned, and revises the program and plans accordingly to continuously improve emergency management programs and activities.
- Prepares recommendations and business cases for new emergency management initiatives.

OPERATIONS - READINESS / EMERGENCY RESPONSE

- Establishes and maintains a primary and alternate EOC.
- Creates and maintains updated EOC resources (including contact lists, emergency IT equipment).
- Assumes leadership/operational role in the EOC during emergency and special event activations and exercises, including acting as EOC Deputy Director and Liaison Officer.

TRAINING & EXERCISES

- Develops and coordinates emergency management training for staff, volunteers, and response stakeholders.
- Develops and delivers emergency management workshops and training exercises.
- (e.g., drills, and table-top exercises) to test the emergency plans, procedures, and equipment.

EDUCATION- PUBLIC/STAKEHOLDER AWARENESS AND EDUCATION

- Plans and implements initiatives to educate the public/stakeholders on emergency mitigation, preparedness, response, and recovery.
- Designs and delivers public education programs and materials.

EDUCATION, TRAINING, EXPERIENCE, AND ABILITIES

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

Fire Department

- Five (5) years of experience as a Senior Fire Officer, particularly in a volunteer department;
- Satisfactory completion of accredited (IFSAC or ProBoard) Fire Service 'instructor/evaluator' training;
- Satisfactory completion of Fire Inspector training through and accredited institution;
- Satisfactory completion of a minimum of accredited (IFSAC or ProBoard) Fire Officer III (NFPA1021 Level 3), completion of Fire Officer IV is desirable;
- First Responder Level 3 First Aid;



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- 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;

Community Wildfire Protection Program

- Satisfactory completion of FireSmart Wildfire Mitigation Specialist program is preferred;
- Satisfactory completion of FireSmart - Local FireSmart Representative LFR program (would be an asset):

Emergency Management Program

- Post-secondary Degree or diploma with a focus on emergency management, business continuity or related discipline is preferred;
- A certificate in Emergency Management with a combination of education and experience may be considered;
- Minimum of 3 years of demonstrated experience in the field of emergency management. Is preferred;
- Demonstrated emergency response experience (in an EOC is preferred), is preferred;

General Experience and abilities

- Experience supervising staff.
- The ability to work on-call/overtime hours during evenings and weekends to respond to emergencies; and the ability to work flexible hours for engagements with community organizations and volunteers.
- Considerable knowledge of emergency management processes, including those in an emergency operations centre.
- Considerable knowledge of emergency management best practices, legislation, and standards (including hazard assessments, critical infrastructure assessments, BCEMS, designing emergency exercises, and EOC operations).
- Excellent problem solving and decision-making skills.
- Demonstrated ability to manage and resolve conflicts.
- Ability to thrive under pressure, handle multiple tasks, and changing priorities within tight timeframes.
- Ability to work well independently and in a team environment.
- Ability to manage and lead staff and volunteers effectively.
- Strong project management and organizational skills.
- Excellent customer service skills and interpersonal skills to communicate effectively with staff, partner agencies, volunteers and the public.
- Ability to communicate effectively both orally and in writing with all levels in the organization, and with external stakeholders.
- Ability to develop and maintain effective working relationships at all levels in the organization, external stakeholders, and community members and leaders.
- Ability to work effectively with changing and competing priorities with frequent interruptions within a multiple task environment; and to reprioritize work on short notice.

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- Experience in effectively communicating goals, policies, and training material within and between complex multi-stakeholder organizations.
- Experience facilitating planning and discussion amongst diverse stakeholders and partners.
- Working knowledge of emergency management information and mapping systems.
- Ability to collect and analyse data to determine solutions to process, space, resource allocation, or other types of problems.
- Ability to analyse the implications of proposed changes and to present proposals in non-technical language.
- Considerable knowledge of emergency management communication, audio/visual and information technology.
- Proficiency in the use of MS Office and other computer software at an intermediate or advanced level, including: Excel, Word, PowerPoint.
- Valid BC Driver's Licence with air brake endorsement, satisfactory driver's abstract is required;
- Satisfactory criminal record and vulnerable sector check.