



VILLAGE OF TAHSIS VOLUNTEER FIRE DEPARTMENT

Fire Chief

Purpose of the Job:

Reporting to the Chief Administrative Officer (CAO), the fire chief will administer, plan, direct and control all aspects of the fire department including administration, fire suppression, fire prevention and rescue activities of the department under the Village of Tahsis Fire Department Bylaw No. 439, 1998. 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 personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment in accordance with Village and departmental policy. The fire chief consults with the CAO on issues of policy and planning, but works independently in supervising technical operations. The expectation is that the fire chief is committed to leading the department but also being active in the community.

Duties and Responsibilities:

- Plan direct and supervise the activities of the fire department
- Establish and implement Operational Guidelines based on best practices and OH&S regulations.
- Develop and implement training for volunteer firefighters in accordance with accepted standards to improve the understanding and skill in firefighting and rescue procedures.
- Ensure adequate records are kept of all required maintenance and training.

- Participate in developing the annual budget and long-range plan and make expenditures within approved limits.
- Develop and revise a long-range capital plan to keep pace with development.
- Ensure that all local government policies and processes are adhered to.
- Maintain an effective working relationship with all local government departments and carry out such additional duties as requested by the CAO.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively and with courtesy.
- Liaise with representatives of neighbouring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents.
- Participate in the local and regional emergency planning process.
- Participate in Fire Chiefs' Association at the provincial or regional level.
- Achieve and maintain the certification and qualifications noted below

Organizational Relationship:

- The fire chief reports to the CAO and is subject to direction from Council.

Recommended Qualifications:

Education/Training:

- Secondary School graduation
- Completed or participating in a training program based on *IFSTA Essentials of Fire Fighting*
- Completed, enrolled in or eligible to enroll in a recognized Officer Training Program.
- Training in BCERMS Incident Command System (minimum ICS200)

Recommended Experience:

- A minimum of five (5) years with a fire department.
- Progressive responsibility level within the fire service.
- Previous experience as a fire department officer.
- Previous management experience is an asset.

Occupational Certification:

- Valid BC driver's license, air brake endorsement preferred
- Criminal record check may be required

Knowledge:

- Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards.
- Knowledge of NFPA 1001 Level 1 (prefer certification) and 1002 (prefer certification) Firefighter Training Standard and OH&S regulations.
- Knowledge and training in Incident Command System (ICS) minimum ICS 200.
- Fluency with the BC Playbook requirements and training
- Knowledge of the community and fire protection area.

Skills & Abilities:

- Ability to be an effective leader
- Ability to organize & delegate
- Ability to effectively administer the operations of a volunteer fire department
- Ability to effectively communicate verbally and in writing and maintain positive public relations for the fire department and the governing body.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence.
- Willingness and commitment to participate in training programs and workshops.

Compensation:

The fire chief receives remuneration commensurate with serving on a volunteer fire department. The remuneration, which is negotiable, will reflect the successful candidate's qualifications and experience. The time requirements will vary but no more than 10 hours/week.

I have read and understand this job description.

Employee signature _____

Date _____

This job description is the minimum requirements of this job's assigned duties, tasks and responsibilities.

Chief Administrative Officer _____

Date _____

