



District of Lantzville
Incorporated June 2003

JOB DESCRIPTION

POSITION: Fire Chief

DEPARTMENT: Fire Rescue

SUMMARY:

This senior management position is both administrative and operational in providing leadership to the Lantzville Fire Rescue. The Fire Chief is responsible to the Chief Administrative Officer and is a member of the corporate administration leadership team responsible for providing fire protection and inspections. Working with a high level of independence, the Fire Chief is accountable for providing strong, fair leadership to its volunteer membership and providing a high level of community responsiveness always seeking innovative methods of service delivery. Along with daily duties, the Fire Chief will be responsible for recruitment, education/training, and community engagement as well as strengthening policies and managing the budget. Direction will be given from the Chief Administrative Officer regarding assignments derived from strategic planning by Council.

DUTIES AND RESPONSIBILITIES:

- Deal with the general public, volunteers, management and regulatory agencies, in an efficient, courteous and respectful manner.
- Develop annually, strategic and operational objectives for the department that are aligned with both the Official Community Plan and Council/Administration Strategic Priorities for review with the Chief Administrative Officer.
- Assess and, on an ongoing basis, review the operation and capital requirements, and future needs of the Department ensuring best practices are followed.
- Prepare and submit reports to the Chief Administrative Officer regarding quarterly activities, calls for service, staffing levels, recruitment strategies, and capital and operational matters.
- Develop, review and implement all firefighting policies, procedures and operational guidelines as required by provincial statute, WorkSafeBC and municipal bylaw as well as the Office of the Fire Commissioner.
- Ensure that all training requirements and standards of the highest quality are being provided to fire department personnel.
- Ensure that firefighters are trained for response within the District of Lantzville community.
- Ensure all equipment meets required standards, is well-maintained and all required/essential equipment is acquired.

- Ensure that all Fire Department personnel are trained and prepared to take on a lead role in Emergency Response and involved in preplanning for response and recovery.
- Establish a strong working relationship with First Nations communities, Regional District of Nanaimo, and the City of Nanaimo.
- Prepare the annual budget and five-year financial plan and administer it throughout the year.
- Keep abreast of government safety procedures concerning municipal employees and the general public.
- Prepare and submit requests for quotes and tenders as required.
- Consult with the Chief Administrative Officer concerning significant disciplinary actions.
- Order supplies, materials and equipment as required.
- Required to adhere to all WorkSafeBC Regulations and any unsafe conditions are to be immediately corrected.
- Local Assistant to the Fire Commissioner.
- Other related duties, as required.

PHYSICAL DEMANDS:

The Fire Chief may be involved in physically taxing and exhaustive activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief will have to carry heavy firefighting equipment while participating in these duties. The Fire Chief may regularly be exposed to water and smoke and extreme conditions.

EMPLOYER DOCUMENTS REQUIRED:

ESSENTIAL:

Driver abstract report, a doctor's certificate of fitness and a criminal record check.

Performance appraisals will be performed at six-month intervals

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Chief Administrative Officer

Positions directly supervised by this position: All officers, lieutenants and volunteer firefighters.

REQUIRED EDUCATION, KNOWLEDGE, ABILITIES, SKILLS AND SUITABILITY:

ESSENTIAL:

Education:

- High-school diploma or equivalent.
- Completed accredited post-secondary technical courses appropriate to this position;
- NFPA 1001-FF2 and Fire Services Instructor certifications and a minimum of F.S.O Level 1;
- A minimum of Incident Command System 200 (ICS 200);
- An equivalent combination of education, training and experience.

Experience:

- Minimum of five years' experience in a Fire Chief or Deputy Chief role with another municipality or similar organization or similar general experience.
- Fire service supervisory experience with extensive knowledge, training, and practical experience in fire service codes, fire inspections/investigations, fire prevention and emergency disaster management.
- Local Assistant to the Fire Commissioner.

Skills:

- Demonstrated skills in firefighting and rescue operations, employee relations, budgeting, planning, training and community engagement
- Attention to detail.
- Maintain a well-organized department.
- Job task-planning.

Knowledge:

- Windows Office Suite (Excel, Word, Access, Outlook).
- Proficient with FirePro software.
- Thorough knowledge of laws, rules and regulations, municipal bylaws, and policies.

Abilities:

- Ability to work with minimal supervision.
- Ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
- Ability to problem-solve and be decisive in a fast-paced and high-volume setting.
- Ability to resolve conflict between staff and with customers.
- Ability to delegate, and follow-up regularly on work delegated.
- Ability to write clear and concise reports.
- Ability to prepare the annual and five-year financial plan.
- Ability to perform physical labour and work outdoors in all working conditions.

Licences/Certificates:


- Valid Class III BC driver's licence with air brakes endorsement.
- Occupational First Aid Level I or recognized equivalent.
- Workplace Hazardous Materials Information System (WHMIS) certificate.

DESIREABLE:

- Related Bachelor degree, e.g. Bachelor of Fire & Safety Studies, Bachelor of Public Safety Administration

JOB DESCRIPTION APPROVAL AND DESIGNATION

Full-Time:
Part-Time:
Permanent:
Temporary:
Casual:



Signature
Chief Administrative Officer:

Effective Date: aug 1 / 2017