

Fire Chief

Location: Fire Hall, Pemberton
Full-time, Permanent position

Summary:

Responsible for leading a team of dedicated, staff, FireSmart employees and paid-on-call Firefighters, the Fire Chief is responsible for maintaining relationships with the Provincial Fire Commissioner's Office and enforcing the provisions of the Fire Service Act and Regulations pursuant in addition to pertinent local by-laws. The Fire Chief is accountable for protecting lives and property of the citizens within the Pemberton Fire Service Area* from all fire hazards, and for the operation of the firefighting, fire prevention, training, mechanical sections of Pemberton Fire and Fire Rescue in accordance with Council policies and priorities, approved budgets, and community expectation.

*In addition to the Village of Pemberton boundary, Pemberton Fire Service has an agreement with Squamish-Lillooet Regional District (SLRD) to provide protection for Pemberton Meadows, Pemberton Heights and the Pemberton Fringe and a similar agreement with Lil'wat Nation to protect their community. The department also provides road rescue service for all of SLRD Area C.

Responsibilities:

Administration:

- Ensures all firefighting policies and operational guidelines are developed in accordance with municipal, provincial, and federal legislation and in accordance CBID policies.
- Prepares, presents, and manages the departments' operating and capital budgets and implements new and improved methods, technology and programs which contribute to achieving the goals and objectives of the Village as set by Council.
- Provides annual and quarterly reports to Council on the operation of the Fire department.
- Provides comment on referrals from Village departments (or other agencies) related but not limited to development permits, subdivisions and building projects as required.

Human Resources:

- Provides management direction to Employees, paid-on call Firefighters and contracted crews by planning, assigning, and supervising work to ensure conformance to standards, specifications, contracts and pertinent regulations.

- Ensures the optimum utilization of staff, paid-on call Firefighters and resources through the selection, hiring, training, development, promotion and motivation of paid-on call Firefighters. Also responsible for discipline and dismissal of paid-on call Firefighters.
- Appoints Fire Department members to the positions of Deputy Chief and Officers.

Fire Protection:

- Develops and maintains an effective emergency response system and preventive activities to provide the Village of Pemberton and surrounding areas with the established level of service as determined by the Board in delivery of fire protection and emergency medical services
- Ensures that proper measures are implemented to prevent, control and extinguish fires and for the protection of life and property.
- Enforces all local bylaws respecting fire prevention.
- Investigates and records the cause of all fires within the Village of Pemberton and the Pemberton Fire Protection Specified Area.
- Collect and disseminate information regarding fires in the Village of Pemberton and the Pemberton Fire Protection Specified Area; including investigating conditions under which fires are likely to occur.
- Acts as a community spokesperson for fire prevention and emergency preparedness
- Maintains current knowledge of the requirements and standards established by local, provincial, federal, and standard developing agencies, e.g. Local Government Act (“LGA”), Freedom of Information and Privacy Protection Act (“FOIPPA”), British Columbia Fire Code, Dangerous Goods Emergency Response Guide, National Fire Codes, and Operational Guidelines for the CBID, and District policies
- Thorough knowledge of provincially accepted fire safety programs as directed by the British Columbia Fire Commissioners office for delivery in the schools and the community
- Provides advice or makes recommendations regarding:
 - Provision of adequate water supplies for protection,
 - Installation and maintenance of automatic or other fire alarm systems and fire extinguishment equipment,
 - The enforcement of measures for the prevention of fire or the protection of life and property against fire,
 - The prevention of fires generally,
 - Emergency preparedness.

Competencies:

Communication – Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Decision Making/Judgment - Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, conducts positive negotiations, makes timely and difficult decisions, uses consensus when possible, communicates decisions to others.

Financial Responsibility - Plans for and uses resources efficiently, ensures service levels are being operated in the most cost-effective manner possible, creates accurate and realistic budgets, conducts variance reporting, identifies and recommends new methods of revenue generation.

Flexibility - Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs

Innovation - Generates new ideas, challenges the status quo, takes risks, supports change, and solves problems creatively.

Leadership - Leads by example, is ethical and honest, supports innovation and risk-taking, makes the tough call when needed, builds consensus when appropriate, motivates and encourages others, supports employee safety and wellness, encourages work/life balance.

Managing for Results - Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results. Demonstrates the initiative and ability to follow through on tasks to timely completion.

People Management - Defines roles and responsibilities, motivates and challenges paid-on call Firefighters and employees, delegates effectively, rewards contributions, manages collaboratively, manages performance, disciplinary and other employee issues in a timely and appropriate manner, utilizes best human-resource practices. Develops and implements standardized personnel management procedures to include recruitment, training, occupational health and safety, retention, and evaluation. Oversees the recruitment and training of new paid-on call Firefighters to meet the needs of the community and operational standards

Skills and Experience:

- Minimum 10 years active service in a Fire Department, Career or paid-on-call department or combination of both. Minimum of five (5) years as an Officer

- NFPA 1001 - Firefighter I & II
- NFPA 1021 – Fire Officer Level II
- NFPA 1041 – Fire Service Instructors Level II
- NFPA 1031 – Fire Service Inspectors Level I
- NFPA 1033 – Fire Investigator Level I
- Incident Command System Level 300
- EMA First Responder Level 3, Instructor Evaluator an asset
- Hazmat Operations NFPA 472 Awareness & Operations
- Emergency Scene Management certification or equivalent experience
- Emergency Operations Center, Operations and Planning Certification
- Vehicle Rescue training an asset
- Wildland Firefighting an asset
- Rapid Intervention Team training an asset
- Understanding of FirePro2 and lamResponding application
- Full knowledge of the British Columbia Fire Service Minimum Training Standards for Firefighters & Officers
- Knowledge of emergency incident readiness and response including, emergency incident command, span of control, unity of command, division of labor and discipline, equipment management, facilities management, financial management, information management, personnel management and supervision, planning, and public relations
- Knowledge in building construction, fire behavior, hazardous materials, investigation, modern fire suppression tactics, rescue and prevention. Wildland and wildland-urban interface planning and prevention
- Demonstrated emotionally intelligent leader with excellent communication skills
- Ability to lead and plan departmental activities and to motivate personnel
- Thorough knowledge of the principles and practices involved in training personnel
- Ability to react quickly and remain calm under duress and strain
- Valid BC Drivers License Class 5 with Air Endorsement
- Proficient in the use of computers and databases related to administration of Fire Services
- Ability to analyse complex data and present back to Council and PVUS
- Physically fit, able to fulfill all physical job demands of firefighting
- Must live within 5 kilometers of Fire Hall to respond to incidents in an efficient manner
- Satisfactory Drivers Abstract and Criminal Record Check