

FIRE CHIEF

Hornby Island Fire Rescue

COMOX VALLEY REGIONAL DISTRICT

3850 Central Rd, Hornby Island, BC

The Comox Valley Regional District (CVRD) is an attractive geographic location, rich in rural agricultural, vibrant urban, meandering coastline and dramatic mountains. There is an unlimited possibility of spectacular outdoor activities available throughout the region including the Gulf Island locations of Hornby Island and Denman Island.

Due to a retirement, the CVRD is seeking a part time fire chief for our Hornby Island Fire Rescue to join our experienced team.

Reporting to the manager of fire services, the fire chief is responsible for long range planning and daily operation and administration of the volunteer fire department. This position works closely with relevant community groups and associations, and internally with department members. Plans and manages all aspects of the fire department operations, including fire prevention, fire suppression, and rescue activities as authorized by the relevant establishment and operational bylaws. Responsible for administering applicable CVRD bylaws, provincial and federal laws, and regulations relating to fire services and fire safety. Provides annual reports to the appropriate CVRD committee, and is responsible for managing the fire department's administrative systems requirements and ensuring compliance with legal responsibilities of the fire department. Responsible for effective recruitment, training, assignment, and promotion of fire department volunteers; complying with occupational health and safety requirements with support of the manager of fire services; managing expenditures under the annual budget, and recordkeeping of department documents. Works with the manager of fire services to develop and implement proficiencies, standards, requirements, and effective appointment process for officer and firefighter positions; and to develop and maintain appropriate and sustainable policies for establishing their remunerations. In consultation with the manager of fire services, is responsible for ensuring that the fire department has appropriate operational guidelines to govern its operations.

A copy of the job description with required qualifications and abilities is attached.

Those wishing to apply should submit a cover letter, resume, and copies of the certificates and/or diplomas required for the position, via email only, to:

Human Resources
Comox Valley Regional District
Email: hr@comoxvalleyrd.ca

Applications will be accepted until 4.00pm on December 30, 2016.



Position title: FIRE CHIEF, HORNBY ISLAND FIRE RESCUE DEPARTMENT	Date last updated: SEPTEMBER 2016
Reports to: MANAGER OF FIRE SERVICES	Direct reports: VOLUNTEER OFFICERS AND FIREFIGHTERS

BRANCH SCOPE

The community services branch is responsible for all matters relating to key interests of the community including arts, culture, parks, recreation, fire protection, business continuity / emergency services, street lighting, community halls, economic enhancement, sustainability and transit. The intent is to manage all the services we provide for community benefit in as integrated an approach and in the most efficient and effective manner possible.

POSITION SCOPE

Reporting to the manager of fire services, the fire chief is responsible for long range planning and daily operation and administration of the volunteer fire department. The fire chief works closely with relevant community groups and associations, and internally with department members. The fire chief plans and manages all aspects of the fire department operations, including fire prevention, fire suppression, and rescue activities as authorized by the relevant establishment and operational bylaws. The fire chief is responsible for administering applicable Comox Valley Regional District (CVRD) bylaws, provincial and federal laws, and regulations relating to fire services and fire safety. The fire chief provides annual reports to the appropriate CVRD committee, and is responsible for managing the fire department's administrative requirements and ensuring the department's administrative systems are sufficient to meet operational and legal requirements. The fire chief is responsible for effective recruitment, training, assignment, and promotion of fire department volunteers; complying with occupational health and safety requirements with support of the manager of fire services; controlling of expenditures under the annual budget, and recordkeeping of department documents. The fire chief works with the manager of fire services to develop and implement proficiencies, standards, requirements, and effective appointment process for officer and firefighter positions; and to develop and maintain appropriate and sustainable policies for establishing their remunerations. The fire chief, in consultation with the manager of fire services, is responsible for ensuring that the fire department has appropriate operational guidelines governing its operations.

KEY ACCOUNTABILITIES

1. Plan, direct, and supervise, directly or through subordinate officers, the activities of the fire department including fire suppression, rescue services, and medical first response as specified in the fire department's establishment bylaw, the CVRD's fire service administration bylaw, and any standard operational guidelines.
2. Responsible for ensuring that the fire department implement an appropriate set of operational guidelines governing its operations based on WorkSafeBC requirements and best practices.
3. Monitor firefighting and rescue activities and attend or assume command if required, including while off duty if practical and necessary.

4. Responsible for the effective recruitment and training of firefighters and directing their activities to ensure they are properly trained to respond to incidents. Main activities include providing orientation to new firefighters and facilitating their training; evaluating their performance and ensuring that they comply with occupational health and safety regulations; and providing a positive and productive work environment.
5. Committed to develop and implement departmental training programs in accordance with CVRD and WorkSafeBC requirements to improve the skills and knowledge of all firefighters in fire suppression and other activities undertaken by the fire department.
6. Assign and delegate tasks and responsibilities to firefighters in accordance with the firefighters' levels of training and qualification.
7. In consultation with the CVRD manager of fire services, the human resources department and following CVRD policies and procedures, respond to fire department personnel-related matters that require investigations and disciplinary actions.
8. Direct the maintenance and repairs of all firefighting equipment and other CVRD and departmental property.
9. Ensure all records related to department operations, including personnel and maintenance of equipment, are maintained in a secured location and are available to the CVRD.
10. In consultation with the manager of fire services, prepare and submit annual budgets and develop and regularly update a long range capital plan designed to address changes in the risk profile of the fire service area and ensure that major equipment and apparatus replacement requirements are met.
11. Participate in community meetings sponsored by the Hornby Island Residents and Ratepayers Association (HIRRA) fire committee regarding the fire department budget and other matters as required.
12. Attend CVRD administration, committee and board meetings as required.
13. Authorize and make expenditures within approved budget limits.
14. Respond to Islands Trust planning and land use referrals and provide guidance and information regarding development implications for firefighting as part of development approval process.
15. Conduct inter-agency liaison as appropriate with organizations such as BCAS, RCMP, Joint Rescue Coordination Centre, Comox Valley emergency program, and wildfire management branch.
16. Maintain effective working relationship with CVRD branches and departments, other governmental agencies, and community groups such as HIRRA.
17. Ensure that inquiries and complaints regarding fire department activities or responsibilities are handled promptly, efficiently, effectively, and in a professional manner.
18. In consultation with the manager of fire services, maintain strong working relationships with neighbouring fire departments, including mutual or automatic aid agreements and inter-departmental training.
19. In consultation with the manager of fire services, plan, develop, and implement personnel succession planning programs for the fire department.
20. Implement fire prevention education and awareness programs with the public as appropriate.
21. Provide fire prevention information and guidance regarding public buildings upon request of the owner or occupier.
22. Participate in local and regional emergency planning process.

23. Perform additional and related duties as directed to ensure effective and efficient functioning of all CVRD fire departments and carry out additional fire service related duties as requested by the manager of fire services.
24. Provide enforcement of the Hornby Island fire control bylaw either directly or through delegated officers of the fire department.
25. Accept the appointment and perform the duties of a local assistant to the fire commissioner as authorized by the *Fire Services Act*.
26. Provide assistance in response to emergencies where the equipment and personnel of the fire department are required.
27. Prepare and present on a variety of fire related topics within the community and at community venues (schools, fairs, etc) in support of fire education, awareness and in support of fire department policy and regulations
28. Attend and participate in fire department training and practices. Attendance requirements should match Hornby Island fire rescue policies.
29. Take part in the fire department 'duty officer' shift rotation.

QUALIFICATIONS

Education, Experience, and Certification (or equivalent combination where acceptable):

- Minimum high school diploma or equivalent
- Minimum three years of experience in a managerial/supervisory role
- Minimum five years of firefighting experience with minimum of three as a line officer
- Firefighter Level 2, ICS 100 & 200, ESM 1, ISO, FSI, EOC 100 & 200, S-100ⁱ
- Valid class 4 or better with air brakes endorsement driver's licence
- The Fire Chief for Hornby Island Fire Rescue must live within 30 minutes response time of the Hornby Island fire hall

Knowledge, Abilities and Skills:

- Knowledge of fire department and CVRD operational guidelines, policies, procedures, and applicable local bylaws, provincial codes, regulations, acts and standards.
- Knowledge of the NFPA 1001 and 1002 firefighter training standards and NFPA 1021 fire officer training standards.
- Knowledge of occupational health and safety requirements and regulations.
- Knowledge and training in Incident Command System (ICS).
- Knowledge of the community and fire protection area.
- Ability to be an effective leader, organize, and delegate.
- Ability to effectively manage the operations of volunteer fire department and work effectively with other CVRD departments.
- Ability to communicate effectively and maintain positive public relations for the fire department and the CVRD.
- Knowledge in using MS Office s and ability to supervise and participate in preparation of reports, documents, and correspondence
- Working knowledge of Power Point or other presentation tool to create and present in a public setting at a professional level

Competencies:

- Service orientation: customer focus, organizational awareness, problem solving, achieving results
- Leadership: strategic and people leadership
- Personal Effectiveness: continuous learning, personal values, communication

SIGNATURE

This is to certify that I have read this job description:

Employee:

Name (printed) Signature Date

Executive manager of human resources:

Name (printed) Signature Date

ⁱ ICS – Incident Command System, ESM – Emergency Scene Management, ISO – Incident Safety Officer, FSI --Fire Service Instructor, EOC- Emergency Operations Centre