



# Job Description

## General Manager, Fire & Emergency Management Services / Regional Fire Chief

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Chief Administrative Officer

**TITLE OF IMMEDIATE SUBORDINATES:** Regional Deputy Fire Chiefs, Emergency Program Manager, and associated program and administrative staff.

**DEPARTMENT:** Fire and Emergency Management Services

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### SUMMARY OF POSITION

Reporting to the Chief Administrative Officer (CAO), the General Manager, Fire & Emergency Management Services (GM FEMS) provides executive leadership, strategic direction, and organizational oversight for fire protection and emergency management services across the Regional District of Central Kootenay (RDCK).

The GM FEMS ensures the effective integration and performance of Fire Services and Emergency Management programs, supporting risk reduction, preparedness, coordinated response, recovery, and organizational resilience. The position provides strategic oversight of volunteer fire services, emergency management programs, mitigation initiatives, and Emergency Operations Centre (EOC) readiness.

As a member of the senior leadership team, the GM FEMS advises the CAO and Board on service levels, policy, risk, resource allocation, and long-term priorities. The position builds effective relationships with municipalities, First Nations, provincial agencies, and community partners and ensures services are aligned with legislation, Board priorities, and organizational objectives.

The GM FEMS leads through management staff, including Deputy Fire Chiefs and the Emergency Program Manager, and does not normally perform direct operational command functions, except as required during EOC activations.

In the event of an emergency, the incumbent may be required to work in the RDCK EOC or in the field, potentially for extended hours and under stressful conditions. Occasional travel and overnight stays are also a requirement of this position.

### KEY RESPONSIBILITIES

#### 1. Strategic Leadership & Governance

- Establish strategic direction and priorities for Fire and Emergency Management Services, aligned with RDCK objectives, risk, service needs, and financial capacity.

- Advise the CAO and Board on service levels, policy, risk, investment, and emerging issues.
- Lead strategic and annual planning and ensure compliance with applicable legislation, bylaws, regulations, and standards.
- Support Board and Committee processes through clear reports, recommendations, and presentations.

## **2. Organizational & Service Leadership**

- Lead a multidisciplinary and geographically distributed department through effective delegation, accountability, and performance management.
- Integrate Fire Services and Emergency Management programs to strengthen coordination, readiness, service delivery, and resilience.
- Oversee long-term service planning, including workforce and succession planning, capital and asset planning, training, volunteer sustainability, and program development.
- Establish performance expectations and measures and drive continuous improvement through evaluation, post-incident review, and lessons learned.

## **3. Emergency Management & Operational Readiness**

- Provide strategic oversight to ensure effective preparedness, mitigation, response, recovery, and EOC readiness.
- During emergency activations, serve as EOC Director or provide executive-level support, including organizational prioritization, resource allocation, and coordination with the CAO, Board, and external agencies.
- Ensure services are positioned to respond effectively to emerging and evolving risks.

## **4. Financial, Risk & Resource Stewardship**

- Oversee departmental budgets, financial planning, resource allocation, capital investment, procurement, contracts, and service agreements.
- Ensure effective stewardship of departmental assets, infrastructure, equipment, and facilities.
- Identify and manage organizational risks and incorporate risk-informed decision-making, climate adaptation, and resilience into planning and investment.
- Promote a strong culture of health, safety, and regulatory compliance.

## **5. Relationships & Representation**

- Build and maintain effective relationships with municipalities, First Nations, provincial agencies, regional partners, and community organizations.
- Represent the RDCK in relevant external forums and promote effective collaboration across jurisdictions and service partners.
- Provide clear, timely, and transparent communication to the CAO, Board, stakeholders, and public.

## **REQUIRED QUALIFICATIONS**

- Undergraduate degree in Public Administration, Emergency Management, Fire Services Leadership, Business Administration, or a related field. Post-graduate education in emergency management, fire

services leadership, public administration, or a related discipline is considered an asset.

- Minimum of 10 years of progressively responsible leadership experience in fire services, emergency management, protective services, or a related field, including significant senior management experience leading complex, multidisciplinary services.
- Significant experience in strategic planning, organizational leadership, policy development, financial management, and resource allocation, preferably in a public sector or local government environment.
- Strong understanding of fire services and emergency management systems, regulatory requirements, risk management, and service delivery in a regional, rural, or remote context.
- Demonstrated experience working with elected officials, senior leadership, and diverse external stakeholders.
- Valid Class 5 Driver's Licence.
- Satisfactory Criminal Record Check.
- An equivalent combination of education, training, and experience may be considered.

#### **THESE QUALIFICATIONS MAY BE PREFERRED**

- Executive leadership experience in a composite or volunteer fire service environment.
- Fire service command experience, including Incident Commander or equivalent.
- NFPA 1021 – Fire Officer Level I or higher.
- NFPA 1001 – Firefighter Level II.
- NFPA 1041 – Fire Service Instructor Level I or higher.
- Advanced emergency management training, including ICS 300/400 or equivalent.
- Experience managing or supporting complex EOC activations.

#### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Strategic and systems thinking, with the ability to connect fire and emergency management services to broader organizational priorities and long-term community needs.
- Strong executive leadership, delegation, accountability, and change management skills.
- Sound understanding of emergency management, EOC/ICS structures, fire service delivery, and risk-informed decision-making.
- Strong financial and business acumen, including budgeting, capital planning, resource allocation, and stewardship of public funds.
- Excellent political acumen and ability to work effectively with elected officials, senior leaders, partners, and the public.

- Strong communication, relationship-building, negotiation, conflict resolution, and decision-making skills.
- Ability to remain calm, adaptable, and decisive in high-pressure and emergency situations.
- Ability to lead continuous improvement, leverage technology and information, and support innovation in service delivery.
- Demonstrated commitment to culturally safe, inclusive, respectful, and collaborative leadership.
- Commitment to RDCK values of Health and Safety, Accountability, Integrity, and Respect.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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| _____                        | _____                             | _____ |
| Employee Name                | Employee Signature                | Date  |
| _____                        | _____                             | _____ |
| Employer Representative Name | Employer Representative Signature | Date  |