# Job Description

## Fire Chief

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Regional Fire Chief

**TITLE OF IMMEDIATE SUBORDINATES:** Volunteer Firefighters

**DEPARTMENT:** Fire & Emergency Services

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SUMMARY OF POSITION:

The Fire Chief is responsible for the organization and direction of a Volunteer Fire Department in order to ensure that loss of life, property or injury, as a result of an emergency incident, is prevented and/or minimized.

The Fire Chief reports to the Regional Fire Chief or their designate(s). The Fire Chief is responsible for directing the activities of the fire department and is the sole authority and command at the scene of an emergency incident. The Fire Chief ensures that a safe response to all incidents is a priority, and that the response is appropriate to the resources at hand. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters receive training to the standards adopted by the RDCK Board. The Fire Chief is also responsible for ensuring that fire fighting equipment and fire department property are monitored on a regular basis and are in good working order. The Fire Chief will provide input to the Regional Fire Chief in the development of RDCK Fire Services policies, procedures and guidelines.

ROLE AND RESPONSIBILITIES:

1. Advise the Regional Fire Chief in the development and implementation of RDCK Fire services, policies, procedures and guidelines in accordance with the regional bylaw, legislation, standards and the Office of the Fire Commissioner.

- Contributes to the development of Standard Operational Guidelines to ensure firefighter activities are in accordance with accepted standards;
- Pre-plans firefighting strategies;
- Liaise with the regional Emergency Preparedness Committee
- Ensures firefighting policies and procedures are strictly adhered to;

2. Is responsible for recruitment, training and directing the activities of volunteer fire fighters in order to ensure that trained fire fighters are available to respond to an emergency incident.

- Ensures orientation of new volunteer fire fighters is being conducted.
- Ensures recruitment is designed to meet Fire Underwriters standards for minimum numbers;

- Facilitates the training of volunteer fire fighters to the standards set by the Regional Fire Chief, RDCK Board declared service level, Office of the Fire Commissioner and Worksafe BC;
- Trains and develops firefighters for officer positions and maintains a succession plan for all ranks within the department;
- Evaluates the performance of volunteer fire fighters;
- Provides a positive work environment that supports a high level of moral among volunteer fire fighters;
- Resolves personnel issues including matters involving discipline;
- Recognizes milestones, training benchmarks and years of service

3. Responsible for the completion of administrative tasks. These duties are essential for the general operation of the fire department.

- Assists with the development and responsible for administration of the fire department budget including the submission of payroll for the fire hall;
- Maintains records on incidence of fire, injuries and loss of property, prepare reports on all areas of firefighting as requested;
- Ensures FDM is being kept up to date with all relevant information;
- Ensures all training, safety & attendance records are being completed and submitted at required times;
- Completes requests for information from the RDCK Fire Services and other Regional District Central Kootenay Departments;
- Ensures confidentiality is maintained when handling personnel files;
- Maintains records of inspection, maintenance and repair of equipment and apparatus;
- Supports fire prevention education and awareness programs and
- Oversees the management of special projects, purchases and acquisition

4. Responsible for the inspection and maintenance of firefighting equipment to ensure appropriate equipment is available as required.

- Responsible for the inspection of fire equipment and apparatus on a regular basis to ensure its operational readiness;
- Personal Protective Equipment is within life expectancy, being stored and cleaned correctly; and
- Ensures annual Inspections are carried out on apparatus, pumps, ladders and any other equipment that may require annual certifications or maintenance

5. Responsible for the upkeep & maintenance of fire hall buildings, grounds and exterior accessories

- Responsible for general maintenance of the fire hall;
- Conducts monthly safety inspections of the premises

- Resolves deficiencies and safety issues with the fire hall and grounds; and
- Ensuring the building is kept presentable, clean, orderly and safe for operations

6. Responsible for the procurement of equipment as required

- Purchasing of replacement personal protective equipment;
- Asset Management of equipment to plan the replacement based on age and condition; and
- Obtain appropriate information & quotations as per the RDCK Purchasing Policy for the procurement of equipment.

7. Assumes or delegates command at the scene of all emergency incidents to ensure a safe, effective and controlled response.

- Ensures effective command and control techniques are in place at the scene of an emergency incident;
- Ensures the accountability system is in place and being used;
- Ensures the 360 Size up & Incident Action Plan is completed and relayed onto Fire Dispatch;
- Ensures that fire fighters are responding and operating in a safe and appropriate manner;
- Provides consideration for the rehabilitation and decontamination of firefighters;
- Preliminary fire cause determination - necessary for crime scene designation; and
- Suspicious fire cause referred to RCMP, OFC and Regional Fire Chief;
- Some RDCK Fire Departments provide rescue services. These include flat water and swift-water rescue, low slope rope rescue and vehicle extrication. Fire Departments that provide rescue services are listed in RDCK bylaw 2170.

8. Performs other related duties as directed by the Regional Fire Chief

- Active in the Fire Chiefs Association of B.C., B.C. Fire Training Officers Association, CKRFCA meetings and any other special meetings that may be required
- Attend all RDCK Fire Service Fire Chief meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of firefighting techniques and practices;
- Knowledge of firefighting training programs;
- Thorough understanding of the BC Structure Firefighters Minimum Training Standard;
- Emergency response & crowd control techniques;
- Public education and awareness programs concerning protective services public safety theories and methods;
- Preliminary investigation, evidence gathering and scene preservation techniques;

- Knowledge of the RDCK Standard Operating Guidelines, Bylaws and Policies;
- Active in the Fire Chiefs Association of B.C. and any other special meetings that may be required
- Incident Command Systems including the ability to take full command at the scene of a large sized emergency incident.
- Minimum five year supervisory experience in emergency and command control situations
- Minimum of 10 years firefighter experience
- Understanding of the cultural and political environment;
- Ability to deal effectively with people in difficult situations;
- Effective written communication skills including the ability to prepare reports;
- Maintain standards of conduct;
- Demonstrate sound work ethics;
- Be consistent, fair & respectful;
- Promote a respectful workplace for all employees; and
- Effective verbal and listening communications skills;
- Effective public relations and public speaking skills;
- Stress & t
- ime management skills;
- Decision making, analytical and problem solving skills;
- Possess and demonstrate cultural and diversity awareness and sensitivity;
- Knowledge of the  RDCK Health & Safety Program ;
- Experience in developing and managing an operational budget

## REQUIRED QUALIFICATIONS AND CERTIFICATIONS:

- Minimum completion of ALL RDCK Truck Ready, Exterior and Interior requirements.
- NFPA 1001 FF2
- NFPA 1041 Fire Service Instructor 1 (FSI 2 preferred)
- Fire Officer Training (NFPA 1021 Fire Officer 4 standard preferred);
- ICS 200 (ICS 400 preferred)
- NFPA 1521 Incident Safety Officer preferred
- Meets minimum Fire Fighter First Aid Requirements; valid First Responder or higher certification preferred
- Core modules of the BCMSA Supervisor Safety Certificate
- For those Fire Departments that provide rescue services (per RDCK bylaws):  The Fire Chief in a department delivering rescue services in all or any of:  swift water and flatwater rescue, low slope rope rescue and vehicle extrication is expected to have expert knowledge and understanding of those services.
- Valid BC Drivers License appropriate to the class of vehicle being operated
- Satisfactory Criminal Record check and Drivers abstract

The Fire Chief would normally attain the required knowledge, skills and abilities through completion of Fire

Fighting training with several years of related fire fighting experience. The incumbent will have a minimum of two years supervisory experience in emergency and command control situations.

The incumbent must possess and maintain a valid Driver's License appropriate to the class of vehicle being operated and an acceptable driving record.

## 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 |