



JOB DESCRIPTION

Job Title: **Fire Chief**
 Reports To: Chief Administrative Officer

Affiliation: Exempt
 Salary: \$141,613.20/Yr
 Revision Date: August 6, 2021

Position Summary

Reporting to the Chief Administrative Officer (“CAO”), the Fire Chief provides operational and administrative leadership to the Fire department through developing and maintaining readiness in all aspects of firefighting and fire prevention functions for the District of Sooke.

The Fire Chief is responsible for leading a team of professional employees and volunteers in meeting operational, statutory, and regulatory requirements, while ensuring that Sooke’s Fire & Rescue services respond to changing community needs, thus enhancing the quality of life and safety of its residents.

The Fire Chief manages a number of dynamic individuals and projects at one time and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief is exposed to environments and emergency situations that are dangerous, busy, noisy and these situations require excellent organizational, time and stress management skills to mitigate emergencies and/or complete the required tasks. In the absence of the Deputy Fire Chief, the Fire Chief leads the Sooke Emergency Program as the Emergency Program Coordinator for the District.

As a member of the senior leadership team of the District, the Fire Chief works collaboratively with other municipal managers and directors to prepare budgets, develop plans to achieve strategic organizational goals, and provide departmental updates and reports to Council.

The Fire Chief for reasons of operational efficiency and operational effectiveness in the delivery of emergency service, will preferably reside within the boundaries of the District of Sooke and allow for reasonable response times to the Sooke Fire Department.

Nature & Scope of Work

1. Provides operational and administrative leadership for all activities of the department and advises Council on all matters relating to Fire & Rescue operations and emergency management for the District.
2. Acts as sole authority and commands at the scene of a fire or ensures delegation of scene command to those officers that are capable and trained.
3. Ensures all career and Paid On-Call firefighters have appropriate and adequate training, and that all members of the department are trained in the same manner for all procedures and scope of work.
4. Oversees the recruitment and training of new career and Paid On-Call firefighters to meet the needs of the community and operational standards.
5. Ensures all firefighting policies and operational guidelines are developed in accordance with municipal, provincial, and federal legislation and in accordance with the Office of the Fire Commissioner and District policies.
6. Prepares reports from the department and for meetings of Council or Council Committees as required.
7. Serves as a non-voting member for any committee related to the department.

8. Ensures all department firefighting equipment is monitored and maintained on a regular basis and is in good working order.
9. Ensures all District of Sooke Fire department's Operational Guidelines are current and are regularly reviewed with the membership to ensure a culture of safe work practices is maintained within the department.
10. Ensures all records related to department personnel, training, fire inspections, and emergency incidents, as well as other departmental records are maintained.
11. Oversees the preparation of, implements and monitors departmental budgets, strategic operating, and capital plans.
12. Provides leadership and management in all aspects of the department in accordance with the policies and plans established by Council.
13. Functions as a LAFC and performs required fire investigations and reports to the Fire OFC.
14. Ensures correct interpretation of the Fire Services Act, Fire Safety Act and Bylaws for the proper enforcement of fire prevention or protection measures as required. Ensures that measures used do not unduly affect the public without proper education or implementation without a communications strategy.
15. Administers and delegates the scheduling of work hours of the firefighters to ensure adequate fire protection at all times.
16. Oversees, supervises, mentors, and evaluates the performance of employees and volunteers.
17. Develops and maintains an acquisition and preventative maintenance program to ensure that the firefighting equipment for the department is acquired and regularly and appropriately maintained.
18. Develops and administers the approved department and emergency management budgets, provides forecasting for the needs of staffing, equipment, materials and supplies, and approves expenditures and implements budgetary adjustments as necessary.
19. Keeps abreast of changing local conditions and technological changes in firefighting, fire prevention measures.
20. Attends Council and Committee meetings as required by the CAO.
21. Receives and implements instruction or direction from the CAO in the execution of all duties and responsibilities related to the effective or smooth operation of the District.
22. Maintains regular communication with the CAO, keeping them fully informed of all non-routine, urgent and controversial matters.
23. Liaises with representatives of neighboring municipal Fire departments to ensure that adequate reciprocal arrangements are made for emergency response for the controlling of major fires or events.
24. Maintains effective and positive working relationships with all municipal departments, outside agencies and the public.
25. Operates the Fire department and in the absence of the Deputy Fire Chief, the emergency program within the approved budgets, and assists the Director of Financial Services as required to accurately reflect operational expenditures and savings within the department.
26. Seeks opportunities for process improvement and optimization.
27. Presents a neat and consistent appearance and maintains the conduct of a gentle person.
28. Performs other duties as directed by the CAO.

Knowledge, Abilities, & Skill Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters as required.

3. Thorough knowledge of business English.
4. Thorough familiarity and proficiency with Microsoft Office Online, land management application, records management application, iCompass, and the ability to learn other software systems as required.
5. Thorough knowledge of adopted District document management practices.
6. Thorough knowledge of the operations and functions of other District departments.
7. Working knowledge of related municipal legislation, i.e. *Local Government Act (“LGA”), Community Charter, 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 District of Sooke Fire Rescue*, and District policies.
8. Strong written and verbal communication skills.
9. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
10. Shall possess excellent organizational skills and interpersonal skill sets with a strong work ethic and ability to lead and mentor others.
11. Ability to meet the physical fire and training ground demands of the position by being proactive with a personal conditioning regime.
12. Working knowledge of adopted District document management practices.
13. Working knowledge of the operations and functions of other District departments.
14. Thorough in-depth familiarity of Bylaw Enforcement and enforcement of the Fire Services Act non-compliance.
15. 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.
16. Knowledge and understanding with a proactive approach to mitigating personal risk and potential health problems associated with suppression firefighting including such items as, burns, cuts, abrasions, sprains, broken bones, fatigue, loss of hearing, exposure to potentially fatal blood borne pathogens, and risk of injury or death due to motor vehicle accident while operating or riding in an emergency vehicle.
17. Strong written and verbal communication skills and the ability to work within deadlines.
18. In the absence of the Deputy Fire Chief, performs senior duties for the Sooke Emergency Program with EOC preparation and assignments.
19. Excellent teambuilding skills.

Training & Experience Requirements

1. A minimum Fire Officer Level III certification, with demonstrated experience at this level, through IFSAC or ProBoard
2. A post-secondary education in Public Administration or MATI Leadership in Local Government Organizations through Local Government Management Association (“LGMA”), or equivalent, or a combination of experience and education
3. A minimum of ten (10) years’ experience as a senior officer such as Assistant Chief, Deputy Chief or Fire Chief.
4. Must be able to obtain and maintain competencies of First Responder Level III, and AED and spinal endorsements, with the appropriate additional endorsements as required by the department training division
5. Must be able to obtain and maintain CPR certification
6. A completion of NFPA 1031 Fire Inspector Level II
7. A completion of NFPA 1033 Fire Investigator
8. A completion of NFPA 1035 Public Educator Level I

9. A completion of NFPA 1041 Fire Service Instructor II with enhanced presentation skill sets
 10. A completion of Incident Command System (“ICS”) 400
 11. Must be able to obtain and maintain a valid BC Class 3 Driver’s License, an annual Driver Abstract will be required
 12. A satisfactory Criminal Record Check
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The previous statements reflect the general duties considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Norm McInnis
Chief Administrative Officer

Date