

Union Bay Improvement District

Fire Chief Job Description – Revised June 2010

POSITION TITLE:

Fire Chief

POSITION REPORTS TO:

Administrative Officer, Board of Directors

CLASSIFICATION:

Fire Chief

Scope:

- Fire Chief reports to Trustees through the Administrative Officer.
- Responsibilities include:
 - Directing the activities of the Fire Department.
 - Directing all volunteer fire fighters and ensuring that fire fighters have adequate training.
 - Ensuring that firefighting equipment is monitored on a regular basis and is in good working order.
 - Developing all policies and procedures concerning fire fighting in accordance with the District bylaw, Provincial legislation and policies and in accordance with Work Safe B.C.
- The Fire Chief, with the Administrative Officer will provide an emergency disaster plan for the District and will, in the event of a disaster implement said plan, calling for and coordinating with all required outside agencies.

GENERAL:

In accordance with the Union Bay By-Laws and Policies and Procedures, the Fire Chief is expected to carry out or cause to be carried out, all tasks as required to maintain and operate a small Improvement District Fire Department ensuring that the Fire Services Act, British Columbia Fire Code Regulations, Fire Protection and Regulations By-Laws and related codes, by-laws and fire standards are met.

SUMMARY:

In accordance with Union Bay Improvement District By-Laws and Policies and Procedures, the Fire Chief is responsible for the overall administration of all Fire Department operations and functions. These include, but are not limited to, fire control, rescue, public service, medical aid and public education.

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Administration:

Performs the administrative duties by:

- Directing the operation and administration of the Union Bay Volunteer Fire Department, including the functioning of fire suppression, fire prevention, public education, and medical aid and rescue services.
- Make inspections of places of business to ensure compliance with BC Fire regulations
- Prepare and document property preplans to ensure safe emergency operations.
- Administering the day to day affairs of the Union Bay Volunteer Fire Department in accordance with the policies, plans and procedures established by the Union Bay Improvement District.
- Advising and recommending on all matters relating to fire fighting and fire prevention.
- Supervising staff, assisting in staff selection, conducting performance reviews of all firefighters and officers on an annual basis and providing motivation and leadership.
- Ensuring appropriate training and development are provided to all fire fighters.
- Ensuring correction, as required or needed, is provided to all fire fighters.
- Coordinating with other fire service administrators and fire chiefs.
- Coordinating with other agencies pertaining to the operational duties as outlined in this document. Agencies to include but are not limited to: B.C. Fire Chiefs' Association, B.C. Training Officers Association, First Responder (B.C. Ambulance Service), Canadian Fire Chiefs' Association, TERC Canada, CVEP and Volunteer Firefighters Association.
- Developing plans and implementing goals and objectives in support of the Department's strategy.
- Advising on the development and administration of the Fire Department budget.
- Forecasting funds needed for staffing, equipment, materials and supplies.
- Monitoring and approving expenditures within the guidelines established by the Board of Trustees.
- Maintaining records on incidence of fire, injuries and loss of property
- Preparing reports on all areas of fire fighting
- Prepare and implementing fire prevention education and awareness programs
- Other related duties as assigned that would not normally affect the workload.

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Fire Prevention:

Performs Fire Prevention duties by:

- Enforcing the British Columbia Fire Services Act, British Columbia Fire Services Code, Fire Code Regulations, Fire Protection and Regulations By-Laws and related codes, by-laws and fire standards.
- Developing and administering fire defense plans for the Union Bay Improvement District by conducting ongoing analysis of fire risks and identifying means of preventing fire and mitigating the loss when fire occurs.
- Developing and supporting public education programs for the community to promote fire and safety.
- Providing commercial fire inspections.

Operations:

Performs the operating functions by:

- Approving and directing the implementation of policy on fire suppression standing operational guidelines and tactical doctrine, developing policies on fire protection and disaster planning.
- Providing advice and recommending to the Trustees all aspects of urban fire protection, disaster planning and response procedures.
- Developing and maintaining an acquisition and prevention maintenance program to ensure that the fire fighting apparatus is acquired and maintained at a satisfactory level.
- Liaising with representatives of adjoining fire departments to ensure that adequate reciprocal arrangements are made for controlling major fires.
- Responding to emergencies and directing activities as necessary.

Training:

Oversee the recruitment, training and direct the activities of volunteer fire fighters, developing and maintaining in readiness the fire fighting, rescue, medical aid, public education and fire prevention functions of the Improvement District.

Duties to include but not limited to:

- Recruit and orient volunteer fire fighters
- Ensure a high level of morale among fire fighters
- Ensure the training of volunteer fire fighters
- Evaluate the performance of fire fighters
- Discipline and/or dismiss fire fighters if necessary

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Equipment Maintenance:

Ensure inspection of firefighting equipment takes place in order to ensure appropriate equipment is available as required:

- Inspect and perform basic maintenance on fire apparatus on a regular basis
- Ensure that required servicing for apparatus is performed in a timely manner to ensure emergency readiness
- Inspect fire fighting equipment and maintain on a regular basis
- Make recommendations on the replacement and/or repair of equipment and apparatus.

Peripheral Duties:

Attends conferences and meetings to keep abreast of current trends in the Fire Service and represents the District Fire Department in a variety of local, Provincial and other meetings. Will liaise with, other Fire/EMS officials, community business representatives and the public on all aspects of the Departments' activities.

Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

The incumbent must have proficient knowledge in the following areas:

- knowledge of fire fighting techniques and methods
- knowledge of command and control techniques
- knowledge of investigation and evidence gathering techniques
- Knowledge of fire fighting training programs.
- knowledge of training techniques and methods
- knowledge of fire fighting public education and awareness programs concerning protective services
- knowledge of public safety theories and methods
- knowledge of emergency response techniques
- knowledge of crowd control techniques
- Knowledge of First Responder emergency procedures.
- knowledge of volunteer training, development and recognition

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Skills:

The incumbent must demonstrate the following skills:

- leadership skills including the ability to take full command at the scene of a fire
- analytical and problem solving skills
- decision making skills
- negotiations skills
- effective verbal, oral and written communication skills
- ability to deal effectively with people in difficult situations
- effective public relations and public speaking skills
- research and program development skills
- time and stress management skills

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions, duties and responsibilities of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. A degree in fire management, public administration, public safety/emergency management, fire science or related field or alternate education and/or experience.
2. Certifications of Firefighter I and II, F/R III, Fire Officer I and II or the ability to obtain required certifications within a set period of time.
3. Valid B.C. D.L. class 5 with air endorsement.
4. Five or more years of progressively more responsible experience in command positions including supervisory and administrative duties.
5. Knowledge in building construction, fire behavior and hazardous materials. Thorough knowledge of the principles, practices and techniques of modern fire science to establish and maintain effective fire ground operations.
6. Thorough knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations and operations management.
7. Thorough knowledge of Provincial laws, local ordinances and other regulations.
8. Knowledge of the principles, practices and techniques of modern fire science to establish and maintain effective fire protection and suppression services desirable.
9. Skill in assessing information, analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
10. Skill in effectively communicating ideas and making presentations in a public forum. Skill in using a wide variety of technical presentation equipment.
11. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

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12. Ability to maintain discipline, to supervise a large staff through lower level managers and lead and command volunteers effectively in standard and emergency conditions.
13. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the media, the public, other employees.
14. Ability to critically assess situations. Solve problems, work effectively under stress, within deadlines and in emergency situations.
15. Ability to travel to other locations.

Physical Demands and Work Environment :

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function, duties and responsibilities of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous fire-service related situations. Physical demands can range from sitting in an office or vehicle to the potentially enormous physical exertion associated with rescuing persons in emergency situations. The employee may be exposed to outside weather conditions, and potentially exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration.

Additional compensation:

- Uniforms are provided by the District.
- Appropriate foot wear will be provided by the District
- Employee to be provided a vehicle for his/her use while acting in the capacity of Fire Chief.
- Employee to be provided a cellular telephone for job related use.
- The District will assume the costs of professional affiliations and Province-required educational requirements.
- The District will assume the costs of job-related professional development including conferences, workshops and seminars authorized by the board of trustees.
- The District will provide time off for the employee to attend training, workshops and conferences, this time will not be calculated into allowed holiday time.

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