



UNION BAY FIRE RESCUE SERVICES (VOLUNTEER)

PART-TIME FIRE CHIEF UNION BAY IMPROVEMENT DISTRICT PROTECTION AREA

Union Bay Improvement District is located approximately one hour north of Nanaimo on the east coast of Vancouver Island. The Union Bay Fire Rescue Services provides First Responder Service (Service Levels ABCDE), Auto-extrication, Motor Vehicle Accidents response, Fire Fighting, Forestry Fire Fighting and Fire Prevention and Education to a growing rural population of approximately 1600 residents. It is proud to be celebrating 75 years of service in 2010.

The Union Bay Improvement District has an immediate opening for a highly motivated, enthusiastic individual to fill the position of Part-Time Fire Chief. The successful applicant will be working approximately 20 hours per week with a team of up to 30 volunteer fire rescue personnel that prides itself on a strong commitment to safety for our citizens and visitors.

Reporting to the Administrator and the Board of Trustees, the Fire Chief is responsible for the management and supervision of emergency incidents response, fire prevention, inspection and overall training within the Fire Rescue Service. Union Bay Improvement District is reviewing the structure and operations of its Fire Rescue Service and the new Fire Chief will be an integral part of the review.

The Fire Chief is responsible for the following:

- Member recruitment, training and evaluation
- Attending emergency situations and support of on scene staff
- Purchasing of fire apparatus, equipment and supplies
- Ensuring that firefighting equipment is monitored on a regular basis and is in good working order.
- Developing policies and procedures concerning emergency services 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 implement the District's emergency disaster plan.

Qualifications for the position include:

- Experience as a Senior Officer with a minimum of five years experience in the Fire Service.
- Meeting NFPA standards for Firefighter Professional, NFPA 1001 Standard Level II Fire Fighter, NFPA 1021, Fire Officer Level 1 or equivalent. Grade 12 Secondary education or equivalent.
- Demonstrated leadership and professional qualities
- Knowledge of the principles, practices, methods, procedures and techniques of firefighting, fire suppression and prevention as well as first responder training.
- Ability to communicate effectively both verbally and in writing within the department as well as externally with the general public.
- Ability to supervise and encourage volunteers
- Prepare necessary reports, record keeping, correspondence and assist in budget preparation.
- Commitment to ongoing training and skill development.
- Valid driver's license for the Province of British Columbia.
- Knowledge of the community and Fire Protection Area.
- Willingness to live in Union Bay.

Please forward your resume and a cover letter indicating salary expectations by 4:00 p.m. on Friday, September 17, 2010 to:

The Board of Trustees
Union Bay Improvement District
Box 70, Union Bay, BC V0R 3B0
Or email to admin@union-bay.ca

For more information: email admin@union-bay.ca; phone Brenda Fisher, 250-335-2511; or website www.union-bay.ca under Fire Chief Opportunity.