



## Job Posting – Fire Chief

Ucluelet is located on the beautiful west coast of Vancouver Island in British Columbia, Canada. This dynamic and growing town requires an energetic, motivated and career-minded Fire Chief who will play a critical role in the management and implementation of the District's fire and emergency services.

Reporting to the Chief Administrative Officer (CAO), the Fire Chief leads the Ucluelet Volunteer Fire Brigade ("UVFB" or "Brigade"), establishing, implementing and communicating policy and operating guidelines as they relate to fire and emergency services in the District of Ucluelet and contracted service areas. Legislation and regulation in the areas of municipal bylaws, Office of the Fire Commissioner, WorkSafe BC, BC Fire Services Act, BC Fire Code, or NFPA provisions adopted by the District will be followed and enforced. The Fire Chief is expected to be a leader who is motivated and prepared to manage the UVFB by providing significant expertise and direction in the many aspects of a progressive modern public safety agency. The Fire Chief is a member of the District's Management Team.

The District of Ucluelet offers a competitive benefits package and an incredible work environment that offers a work-life balance in a stunning natural setting. The salary range for this exempt position is \$77,000 - 80,000 per annum.

Preference will be given to qualified candidate with a post-secondary degree and ten years of experience, experience in a Chief-level role is preferred.

Further information, including a complete job description *with preferred certifications*, can be obtained online at [www.ucluelet.ca](http://www.ucluelet.ca) or by contacting the District Office at 250-726-7744.

Qualified applicants are encouraged to apply by **March 11, 2019 at 4:00 pm** by providing a cover letter and detailed resume including references to:

Marlene Lagoa, Manager of Corporate Services  
District of Ucluelet  
P.O. Box 999, 200 Main Street Ucluelet, BC V0R 3A0  
Email: [mlagoa@ucluelet.ca](mailto:mlagoa@ucluelet.ca)  
Telephone: 250-726-7744

*The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.*

## Fire Chief - Job Description

---

### Title

Fire Chief

### Reports To

Chief Administrative Officer (CAO)

### Summary

Reporting to the Chief Administrative Officer (CAO), the Fire Chief leads the Ucluelet Volunteer Fire Brigade (“UVFB” or “Brigade”), establishing, implementing and communicating policy and operating guidelines as they relate to fire and emergency services in the District of Ucluelet and contracted service areas. Legislation and regulation in the areas of municipal bylaws, Office of the Fire Commissioner, WorkSafe BC, BC Fire Services Act, BC Fire Code, or NFPA provisions adopted by the District will be followed and enforced. The Fire Chief is expected to be a leader who is motivated and prepared to manage the UVFB by providing significant expertise and direction in the many aspects of a progressive modern public safety agency. The Fire Chief is a member of the District’s Management Team.

### Job Duties

#### Ucluelet Volunteer Fire Brigade

- Recruits and maintains a crew of engaged volunteer firefighters.
- Evaluates the needs and the performance of Brigade members with the aid of the officers.
- Provides on-going training, coaching and development of all members in proper firefighting methods and skills to ensure tasks are completed safely at all times.
- Ensures that all members are trained in proper firefighting methods and skills through the Chief Training Officer.
- Develops both short- and long-term budgets relating to operations and capital projects for approval of the CAO and Council; and authorizes and monitors expenditures within approved budget.
- Responsible for the purchasing of materials and equipment for the Brigade and maintains close liaison with the Director of Finance to ensure all transactions are carried out according to the financial policies of the District.
- Responsible for the maintenance and repair of all firefighting equipment; replaces and upgrades equipment as required; responsible for the maintenance and cleanliness of the fire station building and associated services.
- Ensures compliance with fire codes, District bylaws and policies and Brigade operational guidelines.
- Work collaboratively with other department managers and on special projects as directed by the CAO.

- Develops operational guidelines with regard to the UVFB and its involvement on issues of public safety, emergency response and property protection.
- Sets department objectives and strategies to address UVFB operational guidelines.
- Initiates and maintains Mutual Aid Agreements and Automatic Aid Agreements.
- Receives, reviews and supports necessary actions arising from the Minutes of Occupational Health and Safety Committee meetings.
- Coordinates the delivery of fire service emergency responses.
- Collaborates with other emergency response agencies.
- Develops and implements a fire prevention program and a regular system of fire safety inspections.
- Collaborates with building and bylaw personnel in the Community Planning Department to ensure compliance with the *BC Building Code* and raise the level of community health and building safety.
- Oversees the review and issuance of Fireworks Permits and Burning Permits in compliance with District bylaws.
- Oversees the keeping of inventories of firefighting equipment.
- Responsible for the maintenance of the Brigade's Records Management System.
- Liaises with neighbouring jurisdictions and agencies.
- Carries a pager and responds when available.
- Maintains discipline, promotes the good morale of the Brigade and fosters a positive public opinion of the Brigade.
- Provides information and prepare reports to Council as needed.
- Ensures that the department and members operate and conform to all standards identified in the *Workers Compensation Act* and *Occupational Health and Safety Regulations*.
- Stands as a Local Assistant to the Office of the Fire Commissioner.

### Emergency Preparedness Program

- Chairs regular meetings of the Ucluelet Emergency Network (UEN) in developing and maintaining a response guide to be used by the Ucluelet Emergency Operations Centre (EOC).
- Acts as lead for the Ucluelet Emergency Preparedness Program.
- Manages and maintains the EOC facilities and related equipment such that they are capable of being activated at anytime in the event of an emergency.
- Leads the Emergency Social Services (ESS) volunteer team to be emergency ready.
- Oversees the recruiting and retaining volunteers through training, written procedures and ongoing support.
- Develops and maintains a budget for the Ucluelet Emergency Preparedness Program.

### Required Knowledge, Skills and Abilities

- Sound physical and mental condition with a high degree of independence, initiative and judgement.
- Diverse background in all aspects of fire and rescue service operations, including training, operations, administration, public education and fire inspection.
- Strong knowledge of legislation and regulation in the areas of municipal bylaws, Office of the Fire Commissioner, WorkSafe BC, *BC Fire Services Act*, *BC Fire Code*, or NFPA.
- Knowledge and training of the Incident Command System. Certification up to level ICS 300 preferred.
- Emergency preparedness and Emergency Operations Centre training.

- Excellent written and oral communication skills.
- Outstanding interpersonal skills and relationship-building skills; known for dealing with various stakeholders in a thoughtful and respectful manner.
- Strong analytical skills and demonstrated use of evidence and data when making decisions.
- Experience with budget preparation and management.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Exemplary leadership and collaborative skills to provide the full range of fire protection services through volunteer members.
- Ability to work a flexible schedule, including nights and weekends.

## Qualifications

- Post-secondary degree in business management, fire administration or operations, or public safety is preferred.
- Minimum of 10 years of progressive experience and responsibility within the fire and rescue service sector. Experience in Chief-level roles preferred.
- Satisfactory completion of NFPA 1001 Level 2 and NFPA 1021 Level 2.
- Must have and maintain a safe BC Class 5 Driver's License with Air Brake Endorsement.
- Certification in NFPA 1031 (Fire Inspector) Level 1. NFPA 1041 (Fire Instructor) Level 1 preferred.
- First Responder Level 3 certification from EMA Licensing Branch is preferred.
- Successful criminal record check.