

Director of Fire & Emergency Services (Fire Chief)

Ucluelet – Paradise By the Sea

Ucluelet is a vibrant designated Resort Municipality (one of 14 resort municipalities in BC) of approximately 2,500 residents, located on the west coast of Vancouver Island and surrounded by some of the most pristine and rugged shorelines in Canada. With sweeping ocean and



mountain views at nearly every turn, the peninsula offers an unmatched natural setting enriched by deep Indigenous history, a thriving tourism economy, and a strong network of local businesses.

This remarkable destination welcomes up to one million visitors each year, drawn by its world class experiences, from the Wild Pacific Trail and Pacific Rim surf breaks to the Broken Group Islands and ancient rainforest landscapes.

Whether you are exploring the coastline, kayaking, hiking, fishing, or enjoying the local culinary scene, Ucluelet offers an exceptional quality of life where work and lifestyle naturally align!

The Opportunity

Position Summary

This is an exempt position reporting to the Chief Administrative Officer. The Director of Fire & Emergency Services serves as Fire Chief and Emergency Program Manager and is responsible for the overall leadership, direction, and management of the District of Ucluelet's fire protection services, emergency management program, and Emergency Support Services (ESS). This includes overseeing fire suppression, rescue services, emergency response coordination, and the delivery of a comprehensive emergency program across the District and contracted service areas, while maintaining effective relationships with regional fire departments, emergency agencies, First Nations, and area partners.

The Director provides strategic leadership in fire services, emergency preparedness, and regulatory compliance, while advancing proactive fire prevention, public education, and community risk reduction initiatives. The role supports the District through the provision of advice on fire protection, emergency management, and community safety matters.

As a member of the senior leadership team, the Director collaborates closely with other departments to support coordinated service delivery, emergency planning, and organizational resilience, while providing strategic oversight of departmental operations to ensure services are delivered effectively and sustainably.

Key Responsibilities

Leadership & Administration

- Leads the Ucluelet Fire Department by overseeing the Deputy Fire Chief/ Training Officer and volunteer firefighters (approximately 26 members), while fostering a culture of safety, professionalism, and inclusivity.
- Provides strategic leadership for fire protection and emergency management services, including long-term planning and execution.
- Advises the CAO and Council on public safety, emergency preparedness, and risk management.
- Contributes to organizational planning and policy development related to fire and emergency services.
- Establishes and maintains departmental policies, procedures, and operational standards.
- Prepares and administers operating and capital budgets, including long-term planning for the fire department and emergency services.
- Identifies and pursues grant and funding opportunities.

Emergency Response, Operations & Fire Prevention

- Responds to emergency incidents and provides command leadership as required in accordance with the Incident Command System.
- Serves as the Authority Having Jurisdiction (AHJ) for fire investigations and is responsible for determining origin and cause, overseeing complex or high-risk investigations, and ensuring compliance with applicable legislation and evidentiary standards.
- Maintains mutual aid and service agreements with regional partners.
- Leads fire prevention and community risk reduction programs in collaboration with the Deputy Fire Chief/ Training Officer.
- Ensures compliance with applicable fire and life safety legislation and municipal bylaws.
- Works collaboratively with planning, building, and bylaw staff to enhance community safety.

Emergency Management & Partnerships

- Leads the District's emergency management program.
- Organizes meetings of the Ucluelet Emergency Planning Committee.
- Coordinates training, exercises, and emergency preparedness initiatives.
- Supports the activation and operation of the Emergency Operations Centre (EOC).
- Liaises with provincial and regional partners, including the Ministry of Emergency Management and Climate Readiness.
- Provides oversight of the ESS program.

Required Knowledge, Skills, and Abilities

- Demonstrated ability to lead, mentor, and support volunteer firefighters, fostering a culture of safety, professionalism, engagement, and operational readiness.
- Proven leadership in fire service operations and administration.
- Demonstrated ability to work collaboratively and positively across teams.
- Strong knowledge of fire suppression, rescue operations, fire prevention, inspections, investigations, and community risk reduction.
- Knowledge of emergency management systems, the Incident Command System (ICS), Emergency Operations Centre (EOC) structures, and municipal emergency planning.
- Knowledge of the Fire Safety Act, Emergency and Disaster Management Act, Community Charter, BC Fire Code, BC Building Code, and WorkSafeBC occupational health and safety requirements, and an understanding of local government.
- Strong analytical, decision-making, and problem-solving skills, including risk assessment and mitigation.
- Excellent written and verbal communication skills, including report writing, policy drafting, and public presentations.
- Proven ability to build effective relationships with staff, volunteers, Council, partner agencies, First Nations, and the public.
- Strong organizational, planning, and project management skills, with the ability to manage multiple priorities and deadlines.

Education & Experience

- Post-secondary degree in public or business administration, fire services, emergency management, or a related field.
- Minimum 10 years of progressive fire service experience, including at least 3 years in a leadership or management role.
- Demonstrated management experience, including supervision of personnel, resource allocation, and operational oversight.
- Experience in emergency management, including planning, training, exercises, or Emergency Operations Centre (EOC) functions.
- Experience with budgeting, policy development, asset planning, and report writing within a local government or comparable public sector environment is preferred.
- Experience in a volunteer or composite fire department is considered an asset.
- An equivalent combination of education, training, and experience may be considered.

Certifications

- NFPA 1001 Firefighter Level II.
- NFPA 1021 Fire Officer Level III.
- NFPA 1031 Fire Inspector Level I.
- NFPA 1041 Fire and Emergency Services Instructor Level I.
- BC Emergency Medical Assistants Licensing Board – First Responder (or higher).

- Emergency management training, such as an Associate Certificate in Emergency Management or equivalent EMCR or Justice Institute of BC coursework.

Other Requirements

- Valid BC Class 5 Driver's Licence with air brake endorsement; Class 3 preferred.
- Successful criminal record check, including vulnerable sector screening.
- Availability to work evenings and weekends and respond to emergency incidents and major events as required.

What We Offer

- A salary range of \$109,850 - \$120,060, commensurate with skills, experience, and qualifications, and in line with internal equity.
- Four (4) weeks of annual vacation leave, increasing with years of service.
- A comprehensive, employer paid, benefits package.
- Employee and Family Assistance Program (EFAP).
- A pension with the Municipal Pension Plan.
- A flexible working schedule; flex days, flex week & time in lieu.
- Reimbursement of relocation expenses.
- Employer paid professional development opportunities & association memberships.



Next Steps

We invite qualified candidates to submit their resume and cover letter in 1 PDF document to:

careers@ucluelet.ca.

Applications will be accepted until May 10, 2026.

To learn more about the District of Ucluelet, what it is like working with the District, or for general information, please visit:

Ucluelet.ca/Careers.