



REGIONAL DISTRICT OF CENTRAL KOOTENAY

District Fire Chief

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Regional Deputy Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: Local Fire Chiefs within the allocated district

DEPARTMENT: Fire & Emergency Management Services (FEMS)

SUMMARY OF POSITION:

Reporting to the Regional Deputy Fire Chief, the District Fire Chief assists in the organization and direction of the RDCK Volunteer Fire Departments and Emergency Management Services to ensure that loss of life, damage to property or injury as a result of an emergency incident, is prevented and/or minimized.

Under the direction of the Regional Deputy Fire Chief, and working closely with the local Fire Chiefs, the District Fire Chief is responsible for ensuring that all RDCK Fire Services personnel receive training to the standards adopted by the RDCK Board, statutory regulations and recognized best practices. The District Fire Chief will also provide input towards the development of RDCK Fire and Emergency Services policies, procedures and guidelines. This role is also responsible for on-the-ground Emergency Management coordination under the direction of the Emergency Management supervisor, and for conducting fire safety inspections of public buildings in the RDCK.

The District Fire Chief will assume the duties of the Regional Deputy Fire Chief during his absence, as assigned. The person in this position may be required to work evenings and weekends, and will be part of an on-call rotation.

RESPONSIBILITIES:

As a member of the FEMS team, responsibilities include, but not limited to:

1. Ongoing development, delivery and expansion of Fire Services training programs to ensure compliance with the BC Minimum Standards Playbook;
2. Assisting Regional Deputy Fire Chief with developing standard operating procedures to ensure firefighter and emergency responder practices are in accordance with best practice standards;
3. Promoting compliance with safe firefighting and emergency responder policies and procedures through training, monitoring and post-incident evaluations and identifies the need for improved training methods;
4. Overseeing Firefighting, Training, Safety, Operations and Fire Prevention functions of the Central Kootenay Regional Fire & Rescue Services in accordance with the B.C. Playbook;
5. Working with volunteer Fire Chiefs and Training Officers to develop consistent orientation and standardized training of new volunteer firefighters;
6. Assisting with ensuring that local fire halls meet appropriate safety requirements under the RDCK safety management system, including administering fit-testing as required;
7. Evaluating firefighting equipment and personal protective equipment to ensure that appropriate equipment is available, in use and acceptable in line with appropriate standards



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and regulations;

8. Making recommendations to the Regional Deputy Fire Chief regarding repairs or purchase of firefighting equipment and PPE;
9. Assisting the Regional Deputy Fire Chief in developing and delivering training programs;
10. Assisting local Fire Chiefs to address member performance issues;
11. Attending incidents as required;
12. On behalf of the Regional Fire Chief, liaising with area emergency response organizations related to fire and emergency services;
13. Recommending, developing and implementing fire prevention public education programs to enhance residents knowledge of fire safety practices with the goal of reducing fire loss and injury within the Regional District;
14. Acting as Emergency Program Coordinator (EPC) during larger incidents such as floods, landslides and wildfires;
15. Performing the role of EPC and liaison for partners in the RDCK emergency management program;
16. Acting as Structure Protection Specialist (SPS) when required;
17. Acting as Structure protection unit (SPU) team leader when required;
18. Acting as team leader for Flood Response Unit (FRU) deployments;
19. Carrying out fire investigations as required;
20. Performing fire safety inspections within the RDCK; and;
21. Performing other related duties as directed by the Regional Deputy Fire Chief.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Extensive firefighting experience at the Incident Commander level, and experience delivering training for firefighters.
- NFPA 1021 Standard for Fire Officer Qualifications – Level 1;
- NFPA 1001 – Professional Qualifications for Firefighter – Level II;
- NFPA 1041 – Fire Service Instructor – Level I;
- NFPA 1521 – Incident Safety Officer
- AED and First Responder Level III with CPR or equivalent;
- BCERMS – ICS 200;
- *An acceptable combination of training and experience may be considered.*
- Valid Class 5 BC drivers license, with a satisfactory driving record;
- Class 3 Drivers License with Air; and
- Satisfactory criminal record.

PREFERRED LICENSES AND/OR CERTIFICATES

- Certificate in Emergency Management or similar;
- BCERMS – ICS 300;
- NFPA 472 – Hazardous Materials – Technician;
- Red cross FR instructor;
- NFPA 1031 – Standard for Professional Qualifications for Fire Inspector;
- NFPA 1021 – Standard for Fire Officer Qualifications – Level II;
- Designated trainer with the OFC



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- Registered instructor/evaluator with JIBC and COTR; and;
- NFPA 1041 – Fire Service Instructor – Level II.
- NFPA 1033 – Fire Investigator

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated high-level knowledge of modern firefighting and fire prevention methods, incident command systems, apparatus, equipment and preliminary investigation and evidence gathering techniques;
- Sound work ethic, especially in high stress situations
- Ability to conduct oneself with consistency and fairness
- Ability to deliver firefighting training programs in line with the BC Playbook and best practice;
- Demonstrated knowledge of response and recovery including emergency response techniques;
- Incident management skills including the ability to take full command at an emergency incident;
- Ability to supervise, provide direction and support to a team
- Ability to be responsive to the unique needs of volunteers spread across a large regional district;
- Sound knowledge of acts, regulations and standards governing the activities of the Fire Department and Provincial Fire Commissioner;
- Professional communication skills with the ability to work effectively with a variety of stakeholders including Fire Chiefs, volunteers, government and non-profit agency representatives and the public;
- Ability to deal effectively with people in difficult situations;
- Effective written communication skills;
- Time management skills;
- Understanding of cultural and political environment; and
- Able to perform the physical duties of the Volunteer Firefighter role.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date