

FIRE CHIEF

Approval Date: March 2025 **Department:** Community Safety

IAFF CUPE Management

Title of Management Supervisor: Director of Community Safety

General Accountability:

Purpose and Scope

The Fire Chief is responsible for leading a team of professional employees and paid-on-call volunteers in meeting operational, statutory, and regulatory requirements, while ensuring that Campbell River's Fire & Rescue services respond to changing community needs, thus enhancing the quality of life and safety of its residents. Reporting to the Director of Community Safety, the Fire Chief maintains overall responsibility for the provision of community emergency fire services including prevention, rescue, and response. Working closely with the Director and senior leadership team of the City, the Fire Chief works collaboratively to prepare budgets, develop plans to achieve strategic organizational goals, and provide departmental updates and reports to Council. This position calls for an effective and experienced leader who has the ability to develop a cohesive team that can achieve exceptional results, build positive internal and external relationships, and has excellent communication, organizational and problem-solving skills. This position is required to be on-call and work long hours during emergency situations. Evening meetings, open houses and training are regular features of this role.

Nature and Scope of Work

Leadership/Management

- Directs, coordinates, monitors, evaluates and manages the activities of the Assistant Chief, (Fire Dispatch & EP), Deputy Fire Chief (Operations), Deputy Fire Chief (Regional Fire Services and Training) and Executive Assistant (Fire).
- Provides vision, leadership and strategic direction to all departmental staff in a manner that contributes to their motivation, morale, commitment and contribution to the organization.
- Manages other fire services support staff as needed in accordance with the terms of the collective agreement.
- Oversees the establishment and maintenance of a program of training in fire suppression for all firefighters.
- Oversees the operation of the Fire Department Dispatch Centre for 911 service as provided by contract to North Island 911 Corporation.
- Administers the Campbell River Emergency Plan.
- Responsible for all workforce-related matters including staff recruitment, retention, promotion, succession planning, performance management, conflict management, disciplinary actions, and is the primary department representative in labour relations matters.
- Responsible for overseeing the departmental budgets and commitments demonstrating prudent fiscal management.
- Coordinates and develops policy for volunteers in the Emergency Program.
- Establishes and maintains a complement of well trained and qualified paid on call (POC) firefighters and ensures their involvement as much as possible to supplement career firefighters for fire suppression activities.
- Takes the lead on ensuring a respectful workplace and actively engages in promoting a positive and inclusive workplace culture.

Fire and Emergency Response

- Develops and maintains comprehensive long-range fire plans to promote fire safety and prevention and relevant

education programs in the community.

- Responsible for development, implementation, review and modification of all fire operational programs such that they are efficiently delivered and well-aligned with long-range departmental plans and corporate objectives.
- Respond to emergencies and operates as Incident Commander where required, including evening and weekend response calls.
- Ensures full departmental compliance with all federal, provincial and City regulations, standards, guidelines and policies especially the Fire Services Bylaw and the Fire Services Act.
- Promotes and facilitates positive public relations through presentations, public education and outreach programs, media opportunities, and participates in promotional and special events.
- Responsible to ensure co-operative and effective cross-jurisdictional working relationships with other department managers, consultants, contractors, utility companies, federal, provincial and local government officials and the general public.
- Mediates complaints and claims made against the City with respect to departmental responsibilities.
- Provides formal departmental representation in various settings as required including Council, committees, commissions, working groups, media, etc.
- Responsible for preparation and administration of departmental operating and capital financial plans in accordance with City policies.
- Promotes a safe workplace, ensures that all established safety procedures are followed.

Necessary Qualifications

Knowledge:

- Local government operations and governance.
- City Bylaws, policies and procedures.
- Administrative principles and practices.
- Departmental and corporate long-range plans.
- Construction and maintenance practices, methods, tools & equipment.
- Applicable transportation standards and policies.
- Applicable building and construction standards, specifically the British Columbia Building Code and Building Bylaw.
- Applicable Fire regulations specifically Fire Services Act and Regulations, BC Fire Code, Fire Service Practices and NFPA Codes relevant to Fire Department Operations and Management.
- Applicable federal, provincial and local legislation, regulations, standards and guidelines.
- Employment standards including WorksafeBC regulations.
- Budget formulation and maintenance processes.
- Labour management techniques.
- Collective agreement including contract negotiations.
- Fire Department Equipment and Apparatus Acquisition.

Key Competencies:

- Communication
 - Strong interpersonal, oral communication and writing skills. Able to write concise and complex reports, studies and research. Able to speak effectively in public and promote and maintain effective public relations.
- Conflict Management
 - Able to resolve conflict and deal effectively with the public, subordinate staff, elected officials, and external agencies.
- Decision Making and Problem Solving
 - Able to make timely and effective decisions. Good analytical problem solving skills. Able to react to any emergency situation in a competent manner and readily adapt to rapidly changing demands and circumstances.

- Initiative
 - Self-starter and highly motivated to make proactive changes.
- Leadership
 - Able to take command at an incident. Able to plan, assign and direct the work of personnel and lead, coach and motivate staff in a team environment. Able to lead by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Managing Performance
 - Excellent performance management and employee relations skills. Ability to efficiently organize crews to overcome unusual conditions and perform work under adverse conditions.
- Networking and Relationship Building
 - Able to establish and maintain effective working relationships with employees, other departments, civic and business officials, agencies, partners and the general public.
- Planning and Organizing
 - Able to meet deadlines and manage time effectively.

Education/Training/Certification:

- Undergraduate degree from a recognized post-secondary educational institution in a related field. Candidates with a suitable combination of education, training and experience may also be considered.
- Fire Officer III certification **plus** a certificate in Local Government Administration or equivalent.
- Certificate in Emergency Management or demonstrated professional development in this field.
- Must possess and maintain a valid class 3 driver's license with air endorsement, and produce and maintain a clean driver's abstract, as per City policy.

Experience:

- Minimum ten (10) years' progressively responsible experience in municipal fire department operations and administration.
- Minimum five (5) years' progressive management experience in an unionized environment.
- Experience in incident command, fire suppression, prevention, code enforcement, first responder, rescue and hazardous materials incidents
- Experience with contract negotiations and fostering a positive working relationship with the representative local Union.