The City of Grand Forks – Job Posting

Position Title: Fire Chief
Department: Emergency Services
Position Type: Full Time Regular, Exempt
Hours of Work: 40 hours per week

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible opportunity for a motivated individual to lead a composite department comprised of full-time Chief Officers and over 40 dedicated, committed, and highly motivated volunteer firefighters.

Under the direction of the Chief Administrative Officer, this position is responsible for overall operation of Grand Forks Fire/Rescue, a full-service department providing fire suppression and prevention, medical response, and rescue services in a variety of disciplines.

The ideal candidate has a combination of education, training and experience in the fire service covering both administration and operations, combined with a minimum of five (5) years' experience as a Chief Officer or an equivalent combination of education and experience. This person brings demonstrated leadership and relationship building skills; considerable knowledge of fireground operations, fire prevention, and training; dealing with personnel in a volunteer environment, and a well-rounded understanding of local government legislation, codes and practices.

A complete job description is available on the City's website at www.grandforks.ca

Using the subject line "Fire Chief", please submit your resume and cover letter, in confidence, to Duncan Redfearn, Chief Administrative Officer, City of Grand Forks, 7217-4th Street (PO Box 220), Grand Forks, BC, V0H 1H0, or by e-mail: **corporate@grandforks.ca**

Cover letters and detailed resumes, including references, will be accepted until 4:00 pm on Friday, October 15, 2021.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.

FIRE CHIEF

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Grand Forks is known for its Okanagan weather and Kootenay lifestyle. We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails, to extreme downhill biking, skiing and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We've got the weather, we've got the food, we've got the fun. What are you waiting for!

Corporation of the City of Grand Forks
PO Box 220
7217-4th Street
Grand Forks, BC V0H 1H0
250-442-8266

Job Description
Fire Chief (Exempt)

General Accountabilities

Reporting to the Chief Administrative Officer (CAO), the Fire Chief ensures the delivery of quality fire protection, rescue, prevention and inspection services for the City of Grand Forks and contracted protection area. The Fire Chief ensures that the activities of Grand Forks Fire/Rescue (GFFR) are aligned with the corporate and departmental vision, goals and objectives as well the City's culture and values. This role requires a broad combination of strategic leadership along with active involvement in the day to day operations of the department. The Fire Chief also performs the duties of the Municipal Emergency Coordinator and Manager of the City's Occupational Health and Safety program.

Specific Accountabilities

Administration

- Direct the day-to-day operations of GFFR in accordance with its policies, plans and procedures, including the functions of fire suppression, fire prevention, public education, and medical aid and rescue services.
- Prepare and maintain Operational Guidelines in accordance with the Fire Services Act, BC Fire Code Regulations, and the Bylaws and policies of the City of Grand Forks.
- Ensure that records are maintained on incidents of fire, injuries and loss of property.
- Prepare reports on all areas of GFFR operations upon the CAO's request.
- Written and/or verbal reports to Council as may occasionally be required.
- Advise and make recommendations to the CAO on all matters relating to fire fighting and fire prevention in accordance with Provincial legislation, WorkSafeBC OHS regulations, and City of Grand Forks Bylaws and policies.
- Develop plans and implement goals and objectives in support of the City of Grand Forks' strategy.
- Work with the Regional District of Kootenay-Boundary (RDKB) and Emergency Social Services (ESS) in the event of a disaster, coordinate assistance with all required outside agencies.
- Plan and implement operational and capital budgets, through the City's annual budgeting process.
- Monitor expenditures within the budget parameters as established by the City of Grand Forks and report on material variances.
- Coordinate with other agencies with respect to the operational duties outlined in this document. Agencies include but are not limited to: Office of

Fire Commissioner, BC Wildfire Service, BC Fire Chief's Association, BC Training Officers' Association, Fire Prevention Officers of BC, BC Emergency Health Services (BC Ambulance Service), Search and Rescue, Canadian Association of Fire Chiefs, Grand Forks Volunteer Firefighters' Association.

- Forecast funding needs for acquisition and replacement of capital equipment.
- Ensure that press releases and general statements are released for public information, e.g. GFFR website, local newspapers, social media, etc.

Operations

- Respond to fires and other emergency incidents, including first response to medical emergencies, and direct activities as necessary.
- Liaise with representatives from the BC Forest Service to ensure adequate arrangements are made for controlling major fires.
- Ensure all firefighters follow pertinent Operational Guidelines.

Fire Prevention

- Oversee fire prevention activities conducted by staff and volunteers of GFFR, including:
    - Enforcing the BC Fire Services Act, BC Fire Code and regulations, and the City of Grand Forks' Bylaws and fire standards.
    - Inspection of places of business and public buildings to ensure compliance with the BC Fire Services Act and the BC Fire Code and its regulations.
    - Preparing and documenting property pre-plans to allow safe emergency operations.
    - Developing and administering fire defense plans for the City of Grand Forks by conducting continuing analysis of fire risks and identifying means of preventing fire and mitigating the loss when fire occurs.
    - Preparing, implementing, and supporting public education programs to promote fire safety, prevention and awareness in the community.

Staff and Training

- Oversee the recruitment, selection, and orientation of new fire fighters.
- Ensure appropriate training and development is provided to all fire fighters.
- Promote a high level of morale among fire fighters.

- Ensure that performance reviews of all firefighters and officers are conducted and documented annually.
- Define duties to be undertaken by officers, enact policies to appoint appropriately experienced firefighters to officer positions, and, if necessary, to remove and replace them.
- Correct, discipline and/or dismiss operational personnel, if required.
- Conduct exit interviews for departing staff.
- Attend training sessions throughout the year.
- Ensure that full and accurate records relating to operational staff and training are maintained.

Maintenance of Capital Assets

- Develop and maintain an acquisition and preventative maintenance plan to ensure that fire equipment and apparatus is acquired, monitored and maintained in good working order.
- Ensure fire equipment and apparatus is regularly inspected and maintained.
- Ensure that required servicing for apparatus is performed in a timely manner to ensure emergency readiness.
- Maintain records and documentation to support mandatory certifications of equipment and apparatus.
- Make recommendation on the replacement and/or repair of equipment and apparatus.
- Ensure that the GFFR's buildings are kept in good repair and condition.
- Report to the CAO on the status of capital assets.

Peripheral Duties

- Establish rules, regulations, policies and committees necessary for the proper organization and administration of GFFR including but not limited to:
    - use, care and protection of department property,
    - the conduct and discipline of Officers and members of GFFR,
    - efficient operations of GFFR.
- Attend conferences and meetings to keep abreast of current trends in the Fire Service and represent the department in a variety of local, Provincial, and other meetings.
- Liaise with officials of other public safety and emergency response agencies, and the public on operational aspects of fire and rescue operations.
- Other duties as may be assigned by the CAO from time to time.

Education & Certifications

- Clean criminal record
- Post-secondary education in Fire Service Management, Business Administration or Public Administration.
- NFPA 1001 Firefighter Level 2
- NFPA 1002 Fire Apparatus Driver/Operator – desirable
- NFPA 1021 Fire Officer Level 3
- NFPA 1031 Level 1 Fire Inspector
- NFPA 1033 Level 1 Fire Investigator
- NFPA 1041 Level 1 Fire Service Instructor
- Wildland Firefighting
- ICS 300
- First Responder Level 3 – preferred
- British Columbia Class 3 Drivers License or equivalent

Qualifications

- Minimum of five years' experience in a Chief Officer position – required
- Thorough knowledge in all aspects of fire, rescue, emergency management
- Experience and success in developing and maintaining positive relationships with employees and other community stakeholders
- Organizational habits to understand, realistically plan for and meet deadlines, while adapting to changing demands and priorities
- Experience with policy development and implementation
- Demonstrated ability to speak and write clearly
- Conflict resolution, and presentation skills combined with the ability to work under pressure
- Proficiency working in Microsoft Office Programs including Word, Excel and Outlook as well as operational databases
- Maintain a level of physical fitness to continuously perform all duties required in this position including but not limited to excellent cardiovascular fitness, bending, lifting, and carrying as required
- Must reside within the response area.