



JOB DESCRIPTION

TITLE: FIRE CHIEF

DEPARTMENT: Nanaimo Fire Rescue

Position Last Evaluated: Feb 2015
Job Desc. Last Updated: Nov 2020

GENERAL ACCOUNTABILITY

Reporting directly to the Chief Administrative Officer, the Fire Chief is responsible for providing overall leadership to the Fire Department. This role leads the planning and delivery of firefighting and fire prevention services to the community and is responsible for the overall readiness and effectiveness of the department.

The incumbent provides for the budgeting and control of the Fire Department and 911, including some general administration of the program.

NATURE AND SCOPE OF WORK

Plans, organizes, directs, and controls, through supervisors, the Fire Department and the activities of personnel engaged in firefighting, fire prevention, rescue, and other related services.

Supervises, mentors and promotes the professional development of Fire Department staff.

Provides advice and guidance to the Chief Administrative Officer, City Council and staff on all matters involving the Fire Department, firefighting, fire prevention, and other related services.

Ensures effective oversight, including strong communication skills to the Fire Department.

Establishes procedures to implement policies and directives of Senior Management and recommends changes in policies to achieve assigned objectives based on detailed knowledge of the Department's performance capabilities.

Prepares and monitors operating and capital budgets to meet service levels.

NATURE AND SCOPE OF WORK cont.

Determines organizational structures of the department, defines managerial and supervisory functions, and develops and maintains an acquisition and preventive maintenance program to ensure that the firefighting apparatus for the department is acquired and maintained at a satisfactory level.

Participates in the selection and approval of the appointment of staff and directs their training to ensure efficient usage of personnel and equipment.

Liaises with representatives of neighbouring Municipal and local Fire Departments to ensure that adequate reciprocal arrangements are made for controlling major fires.

Maintains effective working relationships with all departments and carries out such additional duties and exercises as the Chief Administrative Officer may from time to time direct.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices, methods, procedures, and techniques of firefighting, fire suppression, and prevention.

Thorough knowledge of the Fire Services Act, Municipal bylaws and related statutes, regulations and practices affecting the Fire Department.

Ability to interpret, report, and provide advice and guidance on a variety of technical firefighting matters.

Ability to plan, organize, manage, and direct personnel engaged in diverse activities to maximize performance.

Strong leadership skills with the ability to influence, facilitate, and negotiate.

Excellent verbal and written communication skills, with the ability to establish and maintain effective working relationships with a variety of internal and external contacts.

Ability to write concise and complex reports.

Strong political awareness in the development of policy and service delivery.

Ability to build and maintain relationships with customers, Council, staff, and representatives of other levels of government and public/private organizations.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Bachelor's Degree in Business Administration, Fire Administration or related discipline and 8 years' progressively responsible related experience, including significant experience in a fire management role.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Possession of a valid Class 5 BC Driver's Licence.

Satisfactory Criminal Record Check.

DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION

A Master's Degree, Fire Officer IV designation or Executive Fire Chief Officer (ECFO) designation.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.