



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: FIRE CHIEF
DEPARTMENT: FIRE DEPARTMENT
POSITION TYPE: FULL-TIME PERMANENT EXEMPT POSITION
LAST UPDATED: NOVEMBER 2021

NATURE AND SCOPE OF WORK

Reporting to the Chief Administrative Officer, the Fire Chief is a principal advisor to the City on, and is responsible for, all corporate and operational functions of the Fire Department made up of regular and volunteer staff. The Fire Chief is responsible for the direction, management and coordination of the activities of the Fire Department. The Fire Chief supervises ten or more regular staff and forty or more volunteers.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Organizes, manages, and directs all fire and rescue operations, including fire prevention activities for the City of Colwood and the overall administration of the department.
2. Requisitions materials and equipment for the Fire Department.
3. Develops the Fire Department budget for the approval of Committee and Council; Authorizes and monitors expenditures within the approved budget and maintains a close liaison with the Director of Finance to ensure that transactions are carried out according to financial regulations and policies.
4. Implements policies of the Fire Commissioners' Office and ensures the enforcement of the Fire Services Act, as local Assistant to the Fire Commissioner for the City of Colwood.
5. Ensures that all staff and volunteers are trained to current firefighting methods and skills.
6. Ensures maintenance and repair of firefighting equipment and replaces any equipment necessary as approved by Council.
7. Is responsible for the maintenance of the Fire Station and Firefighters Museum buildings and associated services.
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9. Responsible for the direction and management of fire prevention and inspection programs. Provides training, coaching, and development of staff and volunteer members.
10. Assigns staff responsibilities, projects, and activities; Establishes professional, technical, and service standards, and evaluates performance.
11. Responsible for the discipline of all firefighting regular and volunteer staff.



12. Provides factual information regarding the Fire Department and fire regulations.
13. Provides interpretations, assessments and evaluations of Bylaws relating to fire protection and prepares new bylaws.
14. Represents the City of Colwood in discussions regarding regional fire protection initiatives and with other adjoining jurisdictions.
15. Reports, briefs, issues identification and answers enquiries for City Council.
16. Provides direct servicing and liaison to the Protective Services Committee, and other similar committees.
17. Answers enquiries from, and makes information available to Colwood residents, schools and businesses.
18. Consults with colleagues in other municipalities and the Provincial Commissioner's office.
19. Reports to the Emergency Operations Centre when required, to assist with the implementation of the Emergency Plan.
20. Participates with the Chief Administrative Officer and other Department Heads in coordinating City activities and strategic and management planning.
21. Oversees the implementation of the emergency planning program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable experience as a Senior Officer with a minimum of 10 (ten) years experience in the Fire Service during which time a satisfactory level of leadership and professional qualities have been demonstrated.
- Thorough knowledge of the operations, maintenance of all apparatus and equipment, as well as the current methods used in combating, extinguishing and preventing fires.
- A thorough knowledge of all Federal and Provincial Fire Regulations, including all Municipal Bylaws relevant to the operation of the Fire Department.
- Strong written and oral communication skills, public relations skills and practical problem-solving ability.
- Demonstrated success in working effectively with elected officials and staff in a team-oriented environment.
- Demonstrated ability in computers, with the ability to work within a Windows/Office environment or better.
- Ability to work effectively, efficiently and economically as well as able to perform well under pressure while dealing with contentious matters.
- Good working knowledge of the Community Charter and the Local Government Act as it relates to firefighting operations.