



**CITY OF WILLIAMS LAKE  
EMPLOYMENT OPPORTUNITY  
COMPETITION 18-29**

**FIRE CHIEF**

**OPERATIONS:** Williams Lake Fire Department

**HOURS OF WORK:** 37.5 Hours per week, Monday to Friday inclusive and attendance at meetings as required. This position is required to assume standby on rotation throughout the year.

**POSITION:** Management (Union Exempt)

**GENERAL STATEMENT OF DUTIES and ACCOUNTABILITY:**

The Fire Chief, reporting to Council through the Chief Administrative Officer, is responsible for the enforcement of the Fire Service Act of British Columbia, British Columbia Fire Code Regulations, City of Williams Lake Fire Protection and Control Bylaw and has a working knowledge of BC Building Code of British Columbia. The Fire Chief provides planning and policy direction in administering of all the resources required to supply preventive and emergency services to the citizens and property owners where they pertain to the prevention, investigation and suppression of fire and training of fire personnel within the City of Williams Lake and Fire Protection Area.

**SUPERVISION:**

The Fire Chief shall report directly to the Chief Administrative Officer.

**CONTACTS:**

The Fire Chief has significant interaction with employees at all levels of the Fire Services, other City staff, senior administration, management of the RCMP, BCAS, the public, professional counterparts, external agencies, and other levels of government. The Fire Chief also acts as the spokesperson on Fire Services related matters with the media.

**NATURE AND SCOPE:**

The Fire Chief is responsible for achieving strategic, financial, and operating goals, and for ensuring that the Protective Services division operates in accordance with policies established by

the City of Williams Lake, BC Fire Code Regulations, and the Fire Services Act. The incumbent acts as Incident Commander for emergencies and natural disasters and responds to other emergency incidents as required.

Provides leadership and daily supervision to Fire Services employees and provides direction on work-flow and priorities to staff. The incumbent appraises the performance of staff and, when required, initiates and implements progressive discipline procedures as per Human Resources Department Policy. The Fire Chief is responsible for hiring Paid-Call staff and assisting with career staff hiring, ensuring that every new employee receives an orientation, identifying and implementing training and development. For career staff additional responsibility to include, but not limited to, preparing work schedules, approving vacation requests and other supervisory duties required that may be required.

Develops and manages budget and implements projects which contribute to achieving the goals and objectives of the corporate business plan and the Division. The Fire Chief represents the City in a variety of external venues and on external committees providing a broad strategic focus.

The incumbent prepares and recommends the Fire Departments annual budget submission, oversees expenditures, and researches and reports on variances. He/she researches, develops and recommends business cases for service delivery alternatives and various projects as well as related financial implications.

The Fire Chief develops a broad range of reports for senior administration. The incumbent receives and processes written reports from other officers on Fire Services matters, and develops and maintains statistical records related to the operation of the Fire Department. The incumbent is responsible for reviewing and updating related bylaws, and acts as the central contact for other City departments in the planning, plan approval, code enforcement.

The Fire Chief develops strategies, alliances and partnerships with stakeholders and interest groups to meet the goals of the Fire Services and the needs of the community. He/she understands government and government structure and process how to work effectively in a municipal structure. The incumbent represents the division on various committees and liaises with other City staff, committees, contractors, regulatory agencies and the general public.

### **COMPETENCIES:**

**Communication** – Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

**Client Service** - Builds client confidence, is committed to increasing client satisfaction, sets achievable client expectations, assumes responsibility for solving client problems, ensures commitments to clients are met, solicits opinions and ideas from clients, responds to clients appropriately

**Decision Making/Judgment** - Recognizes problems and responds, systematically gathers

information, sorts through complex issues, seeks input from others, addresses root cause of issues, conducts positive negotiations, makes timely and difficult decisions, uses consensus when possible, communicates decisions to others.

**Financial Responsibility** - Plans for and uses resources efficiently, ensures service levels are being operated in the most cost-effective manner possible, creates accurate and realistic budgets, conducts variance reporting, identifies and recommends new methods of revenue generation.

**Flexibility** - Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs

**Innovation** - Generates new ideas, challenges the status quo, takes risks, supports change, and solves problems creatively.

**Leadership** - Leads by example, is ethical and honest, supports innovation and risk-taking, makes the tough call when needed, builds consensus when appropriate, motivates and encourages others, supports employee safety and wellness, encourages work/life balance.

**Managing for Results** - Sets challenging and productive goals for team, keeps team accountable for actions, provides leadership and motivation, provides resources and support, uses checkpoints and data to track progress, sets up systems and processes to measure results.

**People Management** - Defines roles and responsibilities, motivates and challenges employees, delegates effectively, rewards contributions, manages collaboratively, manages performance, disciplinary and other employee issues in a timely and appropriate manner, utilizes best human-resource practices.

### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

1. Minimum Grade XII or equivalent, Post-Secondary Education preferred.
2. Minimum 10 years active service in a Fire Department, Career or Paid-call department or combination of both. Minimum of five (5) years as an officer.
3. Shall possess a valid B.C. Driver's Licence, Class 5. Class 3 with Air Endorsement preferred.
4. Fire Officer II or III certification or registered in accredited program or equivalent experience.
5. Emergency Scene Management certification
6. Incident Command 300.
7. Emergency Operations Center, Operations and Planning Certification
8. NFPA 1001 Certification
9. Evaluators Certification

**A Competitive Salary for this non-union position will be commensurate with experience and education. It will also include a comprehensive benefits package. The City of Williams Lake is dedicated to continuation of Professional Development and is very supportive of Employee Wellness initiatives.**

Interested candidates are invited to submit a detailed resume and cover letter outlining qualifications, experience, copies of applicable certifications, and letters of reference no later than **4:00 pm, April 27, 2018** to the attention of Ashley Williston, Director of Human Resources, City of Williams Lake, 450 Mart Street, Williams Lake, BC, V2G 1N3 - Fax (250) 392-8484, or email [awilliston@williamslake.ca](mailto:awilliston@williamslake.ca)