



FIRE CHIEF (PART-TIME)

DEPARTMENT: Lions Bay Fire Rescue (LBFR)

REPORTS TO: Chief Administrative Officer (CAO)

HOURS: Approx 20 hours per week (under review)

FLSA STATUS: Exempt

COMPENSATION: \$35,000 annual salary plus qualifying benefits (under review)

POSITION SUMMARY

The Fire Chief is responsible for the leadership, management, and operations of Lions Bay Fire Rescue (LBFR), ensuring the effective delivery of fire suppression, emergency response, and fire prevention services to the Village of Lions Bay, and Sea to Sky Corridor. This position requires strong leadership skills, technical firefighting expertise, and the ability to coordinate fire and emergency response efforts in a small but dynamic community.

The Fire Chief will work closely with municipal administration, emergency services agencies, regional partners, and the community to maintain and enhance the department's operational readiness. The role requires flexible scheduling, with the ability to respond to emergencies as necessary.

KEY RESPONSIBILITIES

1. Leadership & Administration

- Provide overall leadership and direction for the Lions Bay Fire Rescue Service, ensuring its efficient and effective operation.
- Develop and implement policies, procedures, and strategic plans for the department in alignment with municipal objectives, industry best practices, and provincial legislation.
- Supervise, mentor, and support LBFR members, fostering a professional and inclusive team environment.
- Maintain accurate records of training, equipment maintenance, incident reports, and department activities in compliance with regulatory requirements.
- Prepare and present reports to Council, the CAO, and relevant committees as required.
- Oversee the recruitment, retention, and performance evaluation of department personnel.

2. Emergency Response & Incident Command

- Serve as the Incident Commander at major fire and emergency scenes as required.
- Ensure the department, comprised of a largely volunteer roster, is trained and prepared to respond to structural fires, wildfires, motor vehicle accidents, hazardous material incidents, medical emergencies, and other emergency situations.
- Work closely with regional and provincial emergency response agencies to coordinate mutual aid and emergency planning efforts.
- Establish and maintain operational readiness, and functionality of all firefighting apparatus, equipment, and personal protective gear.

3. Training & Fire Prevention

- Provide guidance and instruction on firefighting techniques, fire prevention, hazardous materials handling, and emergency response procedures.
- Conduct public education programs on fire prevention, emergency preparedness, and home safety.
- Oversee fire inspections, ensure compliance with fire safety regulations, and provide recommendations for fire code enforcement as required.

4. Budgeting & Asset Management

- Develop and manage the department's operating and capital budgets in consultation with the CAO.
- Identify funding opportunities, including provincial and federal grants, for training, equipment, and facility improvements.

5. Emergency Planning & Community Engagement

- Assist in municipal emergency planning and disaster preparedness initiatives.
- Engage with the community, including homeowners, businesses, and stakeholders, to promote fire safety and emergency preparedness, including FireSmart.
- Represent the Village of Lions Bay at regional emergency management meetings, training exercises, and conferences as required.

QUALIFICATIONS & REQUIREMENTS

Education & Certification:

- NFPA 1001 Firefighter Level 2 certification.
- NFPA 1021 Fire Officer Level 2 certification (or ability to obtain within a reasonable timeframe).
- Incident Command System (ICS) 200 certification (ICS 300 preferred).
- First Responder or EMR certification (or ability to obtain).
- Valid Class 5 (with airbrake endorsement) BC Driver's License (Class 3 with air brake endorsement preferred).
- S-100/S-185 Wildland Firefighter certification (or willingness to obtain).
- Fire Investigation, Fire Inspection, and Public Education training an asset.

Experience, Knowledge & Skills:

- Minimum of 5 years of progressive firefighting experience, including at least 2 years in a leadership role (Fire Officer, Captain, or higher).
- Experience in volunteer or paid-on-call fire departments is preferred.
- Proven ability to lead, train, and mentor a team of firefighters.
- Experience with budgeting, policy development, and administrative functions within a fire service.
- Strong understanding of fire suppression, emergency response, hazardous materials, and fire prevention strategies.
- Knowledge of BC Fire Services Act, Workers Compensation Act (Part 31), and other relevant legislation.
- Excellent communication, leadership, and decision-making skills.
- Ability to effectively engage with municipal officials, emergency response partners, and the public.
- Strong organizational and problem-solving abilities.

Physical Requirements:

- Must be physically fit and capable of performing operational firefighting duties when necessary.
 - Ability to wear full firefighting personal protective equipment, including SCBA.
 - Must be able to respond to emergencies outside of scheduled hours when available.
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WORKING CONDITIONS

- The position requires flexible working hours, including evenings, weekends, and emergency response as needed.
 - Office work is required for administrative duties, but the role also involves fieldwork, training exercises, and emergency response in various weather conditions.
 - The Fire Chief must maintain residency within a reasonable distance to ensure availability for emergency response.
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APPLICATION PROCESS

Interested candidates are invited to submit a resume and cover letter via email, outlining their qualifications and experience. Applications will be reviewed on an ongoing basis until the position is filled.

Please Apply TO:

Ross Blackwell, CAO
c/o cao@lionsbay.ca

The Village of Lions Bay is committed to diversity, equity, and inclusion in the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.