



## **District of Taylor Employment Opportunity**

### **Deputy Fire Chief/Protective Services Specialist (Full-Time Position)**

Our thriving and welcoming community of approx. 1400 is located in the beautiful Peace River Valley where the Alaska Highway crosses the Peace River. We are a resource municipality that supports recreation and leisure facilities that are second to none. These facilities include our municipally owned Lone Wolf Golf Course, 2 surface ice arena, 4 sheet curling rink, seasonal swimming pool, community hall, multitude of playgrounds, 400+ acre campground, walking trails, as well as snowmobile and ATV trails nearby. Our proximity to larger urban centers allows Taylor residents the luxury of a small town living without feeling isolated.

The Deputy Fire Chief/Protective Services Specialist reports to the Fire Chief and performs the combined duties of a Deputy Fire Chief and an Emergency Program Coordinator. Bylaw enforcement duties will also be undertaken as required.

The incumbent will become a member of Taylor Fire Rescue, assist the Fire Chief with the overall management of the department, and act in the absence of the Fire Chief. This position is also responsible for the District's Emergency Management Program, including the development, and maintenance of the Emergency Management Plan and ensuring others are trained for its effective implementation.

The applicant should have:

- Minimum of five years' experience as a fire fighter supplemented with a minimum of three years in an Officer role
- NFPA 1001 Fire Fighter Certification Level 1 and 2
- NFPA 1021 Fire Officer 1 or higher
- ICS 200 / 300
- NFPA 1031 Fire Inspector
- NFPA 1033 Fire Investigator
- BC First Responder (or certification to respond at this level)
- Clear Criminal Record Check (including vulnerable sector)
- Valid BC Class 3 Drivers Licence with Air Brake Endorsement and an acceptable driving abstract

Emergency Management Certification, Bylaw Enforcement Certification, and Industrial firefighting experience would be considered assets.

Salary will be negotiated based on education and experience (up to \$91,500/annum) with benefits provided. "On call" coverage and residency within the Fire Protection Area are required. The full job description for this position may be viewed on the District of Taylor's Career Page at <https://districtoftaylor.com/careers/>

With your resume, please provide a cover letter that articulates how you meet the qualifications provided in the job description. Submissions will be received until the position is filled. Applications will be reviewed as they are received.

Please address your application to:

Mike Whalley

Interim Deputy Corporate Officer  
Box 300, Taylor, BC V0C 2K0

Email: [recruitment@districtoftaylor.com](mailto:recruitment@districtoftaylor.com)

Fax: (250) 789-3543

*While the District appreciates all applicants, only those short-listed will be contacted.*



## DISTRICT OF TAYLOR

### Deputy Fire Chief/Protective Services Specialist

### Job Description

**Title:** Deputy Fire Chief/Protective Services Specialist

**Date:** June 13, 2022

**Department:** Protective Services

**Job Category:** Manager

**Reports To:** Director, Protective Services

**Position Number:**

**Interacts With:** Managers, Staff, Council, Volunteers and General Public

**Grade Assignment:** 10

---

#### General Summary:

The Deputy Fire Chief/Protective Services Specialist will perform the combined duties of a Deputy Fire Chief and an Emergency Program Coordinator. This role is also required to participate in bylaw enforcement duties as required.

Taylor Fire Rescue is a 20-member crew of trained and enthusiastic volunteer (paid-on-call) firefighters with a wide range of experience, ages and rank. The Deputy Fire Chief is a key member of this team, assists the Fire Chief with the overall management of the department, and acts in the absence of the Fire Chief.

#### Primary Duties and Responsibilities:

##### General

- With an emphasis on safe work practices, provides guidance, support, coaching, mentoring, and ethical leadership to all employees while supporting and reinforcing the District of Taylor vision, mission, policies, programs and guidelines
- Responsible for initiating and leading recruitment, utilizing effective performance management strategies, employee development, and implementing succession planning activities for area of influence
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws. Identifies and recommends amendments where appropriate for area of influence ensuring opportunities for continuous improvement efforts are identified, discussed, and reviewed regularly
- In conjunction with the Director, Protective Services, responsible for preparing, implementing and managing the annual operating and capital budgets
- Acts as a contributing member of the District of Taylor leadership team ensuring the ongoing, appropriate, coordinated efforts between departments to deliver exemplary service to the community at large. Allocates resources to fill gaps where necessary

- Leads and fosters the ongoing flow of active communication within and across departments. Encourages and models engagement in the process of sharing appropriate, accurate, timely, and transparent communication with employees and stakeholders (both internal and external) in support of District activities
- Assists, annually and as required, with the establishment, review, and modification of the District of Taylor's long range protective services plans

#### **Health and Safety**

- Ensures the effective application of the Occupational Health and Safety program requirements in all areas of responsibility including the completion of regular safety audits and participates as a member of the Committee
- Responsible for the overall safety of Taylor Fire Rescue and Taylor Emergency Support Services members, including the safety of their operations
- Ensures all apparatus and equipment is maintained in accordance with current regulations, best practices, and policies

#### **Protective Services**

- Responsible for the District's Emergency Management Program, including the ongoing development and maintenance of the Emergency Management Plan and ensuring that the appropriate education and training is undertaken for its effective implementation
- Responds to emergency incidents as an active member of Taylor Fire Rescue
- Assumes Incident Command on dispatched calls as necessary
- Acts in the absence of the Fire Chief to provide daily operational and administrative coverage
- Assists in, and/or undertakes, the development, coordination and implementation of Fire Department training, policies and procedures, Perform fire inspections, fire pre-plans, and fire prevention events
- Prepares training reports and records
- Participates, leads and/or instructs training events for Taylor Fire Rescue and District staff
- Participates as a member of Taylor Industrial Mutual Aid Group (TIMAG)
- Participates and attends on and off duty department functions and events as directed by the Fire Chief
- Develops, implements and maintains the District's Emergency Program and Plan in accordance with regulations set forth in provincial and local government legislation
- Responds to emergencies and natural disasters in accordance with the Emergency Management Plan
- Provides recommendations on policies/procedures and programs to the Director, Protective Services on matters affecting emergency services, and implements those that are approved
- Provides support services, and coordinates the activities of the Taylor Emergency Management Program Executive Committee
- Assists, liaises, supports, and provides training to the Emergency Support Services (ESS)
- Develops and delivers a variety of Emergency Management training, including emergency exercises for the District of Taylor staff and volunteers
- Provides public awareness and education on the Emergency Management Program and Plan
- Develops communication messages to the public through the District of Taylor newsletter as requested
- Enforces municipal bylaws through attendance on site, positively engaging with the public, delivering notices, as well as preparing correspondence, file notes and reports
- Provides operational and administrative support to the Protective Services and Bylaw functions

## **Requirements and Qualifications:**

### **Education and Experience:**

- Minimum of five years' experience as a fire fighter supplemented with a minimum of three years in an Officer role
- Industrial firefighting experience would be considered an asset. NFPA 1001 Fire Fighter Certification Level 1 and 2
- NFPA 1021 Fire Officer 1 or higher
- ICS 200 / 300
- NFPA 1031 Fire Inspector
- NFPA 1033 Fire Investigator
- BC First Responder (or certification to respond at this level)
- Emergency Management Certification or related training would be considered an asset.
- Bylaw Enforcement Certification or related training would be considered an asset.

### **Knowledge, Skills, and Abilities:**

- Strong interpersonal and leadership skills are necessary to build and maintain effective working relationships with volunteers, mutual aid partners, the general public, elected officials, District staff, and other stakeholders
- Ability to provide respectful leadership to multi-disciplinary groups, including, municipal colleagues, elected officials, committees, response agencies, volunteers and the public, including the media, occasionally, in a high-pressure situation
- Proficient in preparing reports, memos and correspondence of a technical nature and initiating, developing and maintaining a wide variety of records and statistical data
- Theoretical and practical knowledge of emergency management principles and practices including relevant legislation and regulations.
- Excellent interpersonal and effective communications skills, both orally and in writing.
- Proficiency in Word, Outlook, Excel
- Practical knowledge of Occupational Health and Safety practices
- Basic understanding of municipal government structure and their relationship to governing bylaws.
- Thorough knowledge of principles, practices and techniques related to suppression, prevention, rescue and hazardous material incidents in the command role
- Practical knowledge of Firehall.net and Active 911 software would be considered an asset

### **Other Requirements:**

- Residency is necessary within the District of Taylor or its Fire Protection Area.
- Clear Criminal Record Check (including vulnerable sector)
- Legally entitled to work in Canada
- Valid BC Class 3 Drivers Licence with Air Brake Endorsement and an acceptable driving abstract.

## **Working Conditions (environmental conditions, physical demands, travel, etc.):**

- On Call coverage:
  - Given the industrial nature of the community, on call coverage is a significant requirement of the position \
  - As the Deputy Fire Chief/Protective Services Specialist, the incumbent will be required to respond to dispatched and non-dispatched calls as part of a Duty roster of the Taylor Fire & Rescue Services. This role will also be required to provide on call coverage, in addition to the

Duty roster, in the absence of the Fire Chief and in situations where coverage is not otherwise available

- As the Protective Services Specialist, the incumbent is required to be reachable via cell phone and able to respond within 3 hours from Taylor in order to activate the District's Emergency Response Plan if necessary. Suitable coverage is to be otherwise arranged and approved by the Fire Chief
- The Deputy Fire Chief/Protective Services Specialist will not be out of the Fire Protection area at the same time as the Fire Chief. Should these two positions need to be away at the same time, it shall be at the discretion of the Chief Administrative Officer
- Various durations of physical work including being able to lift up to 50 pounds
- Physical agility such as lifting, bending, standing for duration of shift
- Large portions of shifts are outdoors in varying weather conditions

**Disclaimer:**

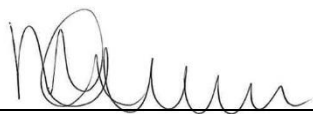
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

---

**Approval:**

**Moira Green, Chief Administrative Officer**

\_\_\_\_\_  
Name/Title



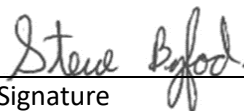
\_\_\_\_\_  
Signature

**June 21, 2022**

\_\_\_\_\_  
Date

**Steve Byford, Director of Protective Services/Fire Chief**

\_\_\_\_\_  
Name/Title



\_\_\_\_\_  
Signature

**June 21, 2022**

\_\_\_\_\_  
Date