



DISTRICT OF

**Vanderhoof**

## **EMPLOYMENT OPPORTUNITY**

### **Director of Protective Services/Fire Chief**

Vanderhoof is a friendly and welcoming rural community located in the geographical center of British Columbia and is at the “Heart of it All” when it comes to lifestyle, and employment opportunities. With a population base of roughly 4,500, and serving a larger area of nearly 10,000, Vanderhoof is an active community with great indoor/outdoor recreation facilities and trails. Vanderhoof is situated along Highway 16 (Yellowhead Highway), and located an hour west of Prince George, BC.

Reporting to the Chief Administrative Officer or delegate, the Director of Protective Services/Fire Chief is responsible for the effective administration, planning, operations, and management of the Fire Department, Building and Bylaw Division, and the Emergency Program.

As a member of the senior management team, the Director of Protective Services/Fire Chief plays a key role in ensuring the safety and well-being of residents and businesses, enhancing community resilience and supporting emergency preparedness and management. The incumbent, through leadership, vision, strategic thinking, risk assessment/management and fiscal responsibility will ensure the actions of their department and staff follow District policies, strategic plan and all applicable municipal, federal and provincial requirements.

#### **DUTIES**

- Oversee fire department operations related to emergency service delivery within the boundaries of the Municipality, the extended Fire Protection Area and the Road Rescue area of coverage.
- Coordinate and direct, as required, all fire suppressions, rescue and emergency response activities.
- Perform all duties outlined in the provincial regulations of the Fire Safety Act, including all fire protection and enforcement activities as mandated by the Fire Safety Act.
- Oversee bylaw investigations and enforcement pursuant to District policies and bylaws in coordination with Municipal Departments and Fire Code Regulations, for commercial, industrial, institutional, and residential buildings.
- Oversee and assist the delivery of fire safety inspections including plan reviews, business license and occupancy inspections, regular compliance-based inspections, and follow up inspections, in accordance with provincial legislation.
- Oversee and assist in delivery of fire & life safety public education programs.
- Oversee the FireSmart program.
- Prepare monthly reports on inspection statistics and fire incident reports for the Chief Administrative Officer.
- Prepare reports for Council, including Request for Decisions (RFD) reports and quarterly reports on fire incident and fire inspection statistics.
- Ensure the department and members comply with all standards or requirements identified in the Workers Compensation Act, Occupational Health and Safety Guidelines, Fire Safety Act, and FOIPPA.
- Oversee the Occupational Health and Safety Program for the Department.
- Lead role with District HR to manage all human resources in the form of paid on call and career employees.
- Oversee the training and development of paid on-call fire fighters as identified by provincial legislation and the Office of the Fire Commissioner.
- Manage fire department records management system(s) in compliance with the District's framework and FOIPPA.
- Prepare and monitor annual and long range operational and capital budgets.
- Establish and maintain strategic planning processes and priorities for the Fire Department and Emergency Program.
- Prepare and maintain departmental operating procedures, guidelines, regulations, and policies.
- Provide overall management of Fire Department assets and dispatch program.
- Oversee the Municipal Emergency Management Program and perform role of Emergency Program coordinator. Organize Risk Assessments, training, the District's Emergency Management Plan, Evacuation Plan, and Business Continuity Plan.



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- Ensure the Emergency Management Program meets the requirements of the Emergency & Disaster Management Act relative to Indigenous engagement requirements.
- Liaise with the Fire Chief(s) or Emergency Coordinator(s) of neighboring communities with the intent of establishing mutual aid agreements and coordinating joint emergency planning and response where required.
- Lead District initiatives related to public fire safety. Assist staff in fire prevention and safety plans for their area.
- Attend training as required or assigned. This may require travel and overnighting.
- Perform other assigned duties as required by the Chief Administrative Officer or delegate.

### QUALIFICATIONS

- Post secondary education in a relevant field, or equivalent professional qualifications;
- Minimum of 10 years of progressive responsible experience in fire services, emergency management, public safety, or related organization. Leadership experience, including at least 5 years in a supervisory role;
- Certification in Fire Investigation and Fire Inspections required by the Fire Safety Act, is preferred;
- Education in bylaw enforcement is considered an asset;
- Experience with E.S.S. and E.M.B.C. and an understanding of the BC Emergency Management System;
- Knowledge and training on the Incident Command System (ICS); minimum ICS 200 completed;
- Experience in leadership and managing in a municipal setting is considered an asset;
- Must have knowledge of the Fire Safety Act, the Fire and Building Codes, municipal bylaws and other relevant legislation;
- Valid BC Class 5 Driver's license, with Air Brake endorsement, at minimum;
- An acceptable driver's abstract;
- An acceptable police information search and vulnerable sector check (not required as part of application);
- Must live within 15 minutes travel time of the Vanderhoof firehall, to ensure timely response to emergencies; and
- Be able and willing to work both days and evenings, any day of the week and be on-call to respond to emergencies within the community.

### SKILLS

- Exceptional interpersonal and leadership skills; excel at building effective working relationships with employees, volunteers, the public, elected officials, District staff and other partners in a team environment.
- Strong organizational and communication skills, including conflict resolution, with the ability to effectively communicate verbally and in writing.
- Strong administration and computer skills, including ability to produce written reports, presentations and plans for Council, CAO, committees, and public groups.
- Ability to exercise sound decision making and considerable judgement, including under high stress conditions, reflect well on the department and organization.
- Proven supervisory and team management skills, including ability to promote cohesion and cooperation between sometimes diverse or conflicted employees, partners, and volunteers.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.

This is a regular full-time exempt position, scheduled to work 35 hours per week with a salary range of \$104,826 to \$127,026 per annum.

The District is committed to diversity, equity and inclusion. We invite all qualified candidates to apply. Please submit your resume, cover letter and driver's abstract to [APPLY NOW](#), by Tuesday, June 17, 2025 at 4:30pm.

*We want to thank all applicants, however only those chosen for an interview will be contacted.*