



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FIRE CHIEF (FULL-TIME)

DEPARTMENT:	Lions Bay Fire Rescue (LBFR)
REPORTS TO:	Chief Administrative Officer (CAO)
HOURS:	40 hours per week
STATUS:	Exempt
COMPENSATION:	\$130,000 (plus benefits)

POSITION SUMMARY

The Village of Lions Bay is seeking a highly qualified and experienced Fire Chief to lead Lions Bay Fire Rescue during an important period of organizational strengthening and service modernization. This senior leadership role offers a unique opportunity to provide executive-level oversight within a small, coastal municipality characterized by complex terrain, wildland–urban interface risk, and a strong reliance on regional partnerships and mutual aid.

The Fire Chief is the senior executive responsible for the leadership, administration, and operational oversight of Lions Bay Fire Rescue (LBFR). Reporting directly to the Chief Administrative Officer, the Fire Chief is accountable for ensuring the safe, effective, and sustainable delivery of fire suppression, emergency response, fire prevention, and public education services to the Village of Lions Bay.

This role carries sole executive responsibility for the department and requires a high level of professional judgment, strategic leadership, and organizational capability. The Fire Chief operates within a Council–CAO governance framework and is responsible for translating Council direction and corporate priorities into compliant, defensible, and operationally sound fire services. Given the Village’s scale, limited internal depth, wildland–urban interface risk, and reliance on mutual aid, the position requires advanced leadership qualifications and experience to manage organizational risk and ensure long-term service stability.

The position requires flexibility of schedule and the ability to respond to emergency incidents when required in a timely manner.

KEY RESPONSIBILITIES

1. Executive Leadership and Governance

The Fire Chief provides overall leadership and strategic direction for Lions Bay Fire Rescue, ensuring the department operates in alignment with municipal objectives, Council policy, applicable legislation, and recognized fire service best practices. The role includes responsibility for departmental policy development, strategic planning, service delivery models, and organizational accountability.

The Fire Chief advises the CAO and Council on fire service matters, prepares professional reports, and provides evidence-based recommendations that consider risk, financial sustainability, and community safety. The position is expected to exercise political neutrality, ethical leadership, and sound judgment in all interactions with Council, staff, partners, and the public.

2. Organizational Management and Human Resources

The Fire Chief is responsible for the recruitment, retention, development, supervision, and performance management of all fire service personnel. This includes fostering a professional, inclusive, and safety-focused culture; establishing training systems aligned with provincial and national standards; and ensuring personnel are competent, supported, and prepared to meet operational demands.

The role includes oversight of records management related to training, certifications, incident reporting, equipment maintenance, and regulatory compliance. Organizational development, including officer development, succession planning, and continuous improvement of operational readiness, is a core expectation of the position.

3. Emergency Response and Incident Command

The Fire Chief ensures the department maintains a high level of operational readiness to respond to structural fires, wildfires, motor vehicle incidents, hazardous materials events, medical responses, and other emergencies. The Fire Chief serves as Incident Commander at major incidents and provides senior command support consistent with the Incident Command System.

The role includes coordination with regional and provincial partners, administration of mutual aid agreements, and participation in integrated emergency management planning. Particular emphasis is placed on wildland–urban interface risk, complex incidents, and multi-agency coordination.

4. Fire Prevention, Inspection, and Public Education

The Fire Chief oversees fire prevention and risk-reduction activities, including public education, emergency preparedness, FireSmart initiatives, and fire inspections, where applicable. The position ensures compliance with fire safety legislation and standards and supports defensible decision-making related to fire code enforcement, whether inspections are conducted internally or through third-party service providers.

5. Financial Management and Asset Stewardship

The Fire Chief develops and manages the department’s operating and capital budgets in collaboration with the CAO. Responsibilities include long-term financial planning, lifecycle management of apparatus and equipment, identification of funding and grant opportunities, and ensuring municipal assets are maintained, replaced, and deployed in a fiscally responsible manner.

QUALIFICATIONS & REQUIREMENTS

Education & Certification:

The following certifications and qualifications are required or preferred to reflect the executive scope, risk exposure, and governance responsibilities of the position:

- NFPA 1001 Firefighter Level II
- NFPA 1021 Fire Officer Level III (minimum requirement)
- NFPA 1021 Fire Officer Level IV or equivalent executive-level fire service education (preferred)
 - Candidates appointed with Fire Officer III may be required, as a condition of employment, to obtain Fire Officer IV within three years.
- Incident Command System (ICS) 300 (minimum); ICS 400 (preferred)
- First Responder or Emergency Medical Responder certification (or ability to obtain)
- Valid BC Driver's Licence with air brake endorsement (Class 3 preferred)
- S-100/S-185 Wildland Firefighter certification (or willingness to obtain)
- NFPA 1031 Fire Inspector certification or equivalent (preferred, where inspections are conducted internally)

Post-secondary education in fire administration, emergency management, public administration, or a related discipline is considered an asset and strongly preferred, given the administrative, financial, and governance responsibilities of the role.

Experience:

- Minimum of ten (10) years of progressive fire service experience, including
- At least five (5) years in a senior leadership role, such as Deputy Chief, Assistant Chief, Chief Officer, or equivalent
- Prior experience serving as a Fire Chief in a comparable organization is considered a strong asset
- Demonstrated experience in organizational leadership, policy development, budgeting, and interagency coordination
- Experience working within a municipal Council–CAO governance structure is preferred

Knowledge & Skills:

- Advanced knowledge of fire suppression, emergency response, wildland–urban interface operations, hazardous materials, and fire prevention
- Strong understanding of applicable legislation, including the Fire Services Act, Workers Compensation Act (Part 31), and related regulations
- Demonstrated ability to manage organizational risk, compliance, and duty of care
- Excellent leadership, communication, and decision-making skills
- Ability to effectively advise senior administration and Council and to communicate complex technical information clearly and professionally
- Strong organizational, analytical, and problem-solving capabilities

Physical Requirements:

- Ability to meet the physical demands of operational firefighting when required, including use of full personal protective equipment and SCBA

- Ability to respond to emergency incidents outside regular working hours, **subject to availability**

WORKING CONDITIONS

The Fire Chief works in a combination of office, training, field, and emergency response environments. The position requires flexible hours, including evenings, weekends, and on-call response. Residency within a reasonable distance of the Village is required to ensure timely availability for emergency response.

APPLICATION PROCESS

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

Submit online to:

Ross Blackwell, CAO
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.