



Village of Midway

Fire Chief

Located between the Rocky Mountains and the Pacific Ocean on the Canada/US Border, Midway is a recreational destination and offers something for all levels and interests of recreational enthusiasts. Our community offers the quality of life that a small town can provide with bigger city centres just minutes away. Grand Forks and Osoyoos are less than an hour away. Midway is centrally located, about 2 hours from Kelowna and Penticton in the Okanagan and Trail, Castlegar and Nelson in the Kootenay's and only a 2 ½ hour drive to Spokane WA. Midway is built on the people of the past and present looking towards the people of the future.

The Village is seeking an energetic and qualified individual for the **full-time position of Fire Chief**, for the Midway Volunteer Fire & Rescue Department.

Reporting directly to the Chief Administrative Officer, the Chief is responsible for managing all aspects of the Volunteer Fire & Rescue Department, including administration, volunteer recruitment and management, fire suppression, training and fire prevention activities. The ideal Fire Chief will be a forward thinker, providing strategic direction to develop and implement policies and actions to ensure the continuity of fire protection service in the Midway and Kettle Valley Fire Protection Service area. The ideal candidate will possess strong interpersonal and leadership skills and excels at building effective working relationships with volunteers, the general public, elected officials, Village of Midway staff and mutual aid partners. Experience in training volunteers is a must.

Key qualifications and experience include:

- Post-secondary education in local government or public administration or a fire related discipline plus a minimum of 5 years of satisfactory service as a Fire Officer
- Enrolled in Fire Officer training with satisfactory completion of a minimum of Fire Officer II (preferred)
- Completion of Playbook Full Service Firefighter or NFPA 1001 Level II
- Certificate for NFPA 1006 Standard for Technical Rescue Personnel Professional Qualification
- Certificate for NFPA 1041 Fire Service Instructor Level I and II
- Certificate for NFPA 1033 Standard for Professional Qualifications for Fire Investigator (preferred)
- Certificate for NFPA 1521 Standard for Fire Department Incident Safety Officer
- Satisfactory completion of Fire Inspector training through a recognized institution

- Knowledge and training in BCEMS and Incident Command System; minimum ICS 200 completed
- Advanced computer skills, including ability to produce reports and plans
- Valid Class 3 BC Drivers Licence with Air Endorsement
 - Drivers abstract must be within the last 30 days
- Satisfactory review of a current criminal record and vulnerable sector check
- Successful applicant will be required to live within the Fire Service area.

A combination of education and experience may be considered

A detailed Job Description is available on the Village website:

<https://midwaybc.ca/employment-opportunity/>

This is a full-time exempt position with a competitive salary and benefit package commensurate with the successful applicant's qualifications and experience. Annual salary anticipated in the range of \$85,000 - \$100,000.

Qualified candidates are invited to submit a detailed resume and cover letter outlining qualifications, experience, and references no later than **4:00 PM, Friday October 11th, 2024**,
FAO Lisa Teggarty, Chief Administrative Officer, Village of Midway, PO Box 160, Midway, BC, V0H 1M0. email: **midwaybc@shaw.ca**

While the Village appreciates the interest of all applicants, only those selected for an interview will be contacted.



JOB DESCRIPTION

Position Title:	Fire Chief
Department/Division/Section:	Midway Fire and Rescue Department
Reports to:	Chief Administrative Officer
<p>POSITION FUNCTION</p> <p>Fire Chief is a forward thinker with superior integrity and ethics. Directs all of the resources required to supply preventive and emergency services to the community, and provides training and leadership to all fire and rescue department personnel. Oversees administration and strategic direction ensuring compliance with applicable local, provincial and federal fire regulations, as well as, Village of Midway bylaws and policies. After-hours evening and weekend attendance at meetings, open houses and training are regular requirements of this role. The requirement to act as a key member of the emergency program are additional important responsibilities.</p>	
<p>KEY DUTIES</p> <ul style="list-style-type: none"> • Develops and implements fire department plans by establishing goals, objectives and strategies in consultation with stakeholders; developing, review and revising plans; and monitoring and communicating the status of fire department plan implementation; • Responds to fire and emergencies while on-duty and off-duty as required; • Takes a lead role, often as Incident Commander, in organizing and assuming command of firefighting, road rescue and related emergency activities; • Provides quality coaching and leadership in order to maintain teamwork and team support; • Establishes and implements operational guidelines based on best practices, relevant federal, provincial and local legislations and regulations, Occupational Health and Safety (OH&S) regulations, bylaws, permits, policies, guidelines and procedures; applies technical knowledge and expertise to recommend amendments to local regulations related fire and life safety; • Develops and maintains training programs in accordance with 'Level of Service Policy', BC Minimum Training Standards (Playbook), and accepted standards to build capacity in firefighter skills; maintains accurate records management of all training provided; • Ensures pre-plans are in place for all public, commercial and industrial properties within the fire protection area; • Prepares and recommends annual budgets. Manages budgets, oversees expenditures, reports variances, and ensures Council directed allocations are complied with. • Participates in civic programs; emergency program operations and training; fire safety, public education and prevention programs; attends and addresses groups and meetings; promotes and maintains effective public relations; • Directs and maintains a comprehensive fire prevention program and provides education on fire prevention and life safety; • Collaborates with Villages Chief Administrative Officer, regional representatives, Village staff and volunteer firefighters to develop and update long-range capital and strategic plans and budgets; 	

- Directs the operation, maintenance, control, repair and replacement of the fire hall, all firefighting equipment and other department property, while maintaining accurate records
- Plans and assists in the development and implementation of mutual aid agreements with neighbouring fire departments
- Manages all aspects of recruitment and selection, coaching and disciplinary actions, performance management and all other people management practices;
- Builds and maintains strong working relationships with staff as well as a wide range of external stakeholders including Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees, and other fire services.
- Builds strong working relationships with all Village departments to coordinate projects and ensure information flow;
- Be the Village lead for investigation of fire investigations to determine cause and origin;
- In the event of an emergency situation this position may be a member of the Emergency Operations Centre (EOC).
- Perform bylaw enforcement duties related to bylaws impacting fire services, including but not limited to: burning complaints; access, egress and fire hydrants; fireworks; special events; unsecured premises; and, some business licensing approvals.
- Completion of documentation related to bylaw enforcement and investigation including reports, violation notices and dispute references
- Perform related duties where qualified or directed by the CAO.
- Comprehends the Fire Service Act, BC Building Code and BC Fire Code Regulations.

INDEPENDENCE

- The position exercises considerable independent judgement and action in carrying out the duties of the office.
- Work is generated by routine procedures, emergency situations, requests for service, or assigned by supervisor.
- Situations identified as a risk to Village resources or policy are to be reviewed with the supervisor at the earliest opportunity.
- Will independently act as the Village's information officer for inquiries directly related to all emergency incidents.

WORKING CONDITIONS

Physical Effort:

This position requires the physical ability to perform operational firefighting and rescue activities, as necessary. Routine walking, moderate exertion and the lifting and moving of objects in excess of 25 lbs is common. Extended emergency operations will require alertness and physical stamina in the presence of fatigue and psychological stress.

Work Environment:

This position requires on-call availability to respond to emergency incidents 24/7 in all types of weather and adverse conditions on a year-round basis. The fire department is a team organization requiring an exceptional ability to cooperate, integrate and motivate a diverse group of personnel. The successful candidate will live within the fire service area, and must live within a reasonable response distance that will ensure a safe but timely response during emergencies to the Main Fire and Rescue Hall located in Midway.

KEY SKILLS AND ABILITIES

Communicate effectively, both verbally and in writing, to public, staff and elected officials.

Maintain a comprehensive and accurate records management system for all department functions. Represent the Village to the public in a professional, courteous and tactful manner.

Organize and prioritize work to meet Council directed strategic, financial and operating goals. Use standard office equipment and technical fire service related resources in a responsible manner.

Establish and maintain effective working relationships with firefighters, Village staff, elected officials, and outside stakeholders and regulators.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

High school graduation

Emergency service management

Completion of Playbook Full Service Firefighter or NFPA 1001 Level 1 (minimum)

Completion of NFPA 1006 Standard for Technical Rescue Personnel Professional Qualifications (minimum)

Incident Command System 200 level Certification completed

Current BC Driver Licence Class 5 with airbrake endorsement (minimum)

Fire Service Instructor Certification

Fire & Life Safety Educator Certification (preferred/willing to get certification)

Fire Inspector

Fire Investigator (willing to complete certification)

Microsoft Office software advanced skills in Word, Outlook, Excel and Powerpoint

Experience:

Experience as a Fire Officer in a fire department (minimum)

Minimum of 5 years' experience in firefighting or other emergency service discipline

Knowledge and training in BCEMS and Incident Command System (ICS) (preferred or willing to work towards certification).

Experience in Road Rescue

Experience as a community volunteer outside the fire service (preferred)

An equivalent combination of education, training and experience may be considered.

Other:

An acceptable ICBC Driver's License Abstract for the previous 5 years is required prior to the position being offered, and annually thereafter

An RCMP Enhanced Security and Vulnerable Sector Clearance ("Criminal Record Check") is required prior to the position being offered, and every 3-5 years thereafter

May be requested to obtain additional certification and/or training related to current job classification.