



Employment Opportunity City Of Port Alberni **Fire Chief**



The City of Port Alberni is a community of 17,000 people. Located centrally on Vancouver Island, Port Alberni is a well-served municipality that offers residents affordable west coast living, as well as proximity to oceanfront, lakes, rivers and mountains. The City of Port Alberni offers an excellent opportunity for a Fire Chief to join a progressive and dynamic organization that provides a full range of fire protection through a career staff. The successful applicant will report to the City's Chief Administrative Officer, exercising a high degree of autonomy in the administration of the Fire Department.

Responsibilities:

- Act as the Fire Department administrative and operational leader
- Supervise department operations
- Manage staffing
- Manage service agreements with external partners, as well as Mutual Aid and Automatic Mutual Aid agreements

Minimum Qualifications:

- Class 5 driver's license with air endorsement
- Certification to the level of Fire Officer IV from a recognized accrediting organization, or combination of other equivalent training and experience
- Ten years' experience in local government fire service, with progressive leadership responsibilities

Preferred Qualifications:

- Post-secondary degree in a related field
- ICS 400, extensive practical Incident Command experience and demonstrated competence in managing emergency incidents using the Incident Command System
- Demonstrated ability to exercise considerable independent judgement and action while working toward organizational objectives
- Strong interpersonal, communication and teambuilding skills
- Ability and desire to work in a collaborative manner with a wide range of stakeholders

This is an exempt position. A competitive salary is offered in addition to a comprehensive benefits package.

Resumes should be forwarded in confidence before 4:30 pm on July 9, 2018:

Attention: Krista Tremblay, Manager of Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
Faxed to: 250 723-1003
Emailed to: humanresources_resumes@portalberni.ca

For additional information, please go to <http://www.portalberni.ca/employment-opportunities>. We regret that only those applicants selected for interviews will be contacted.

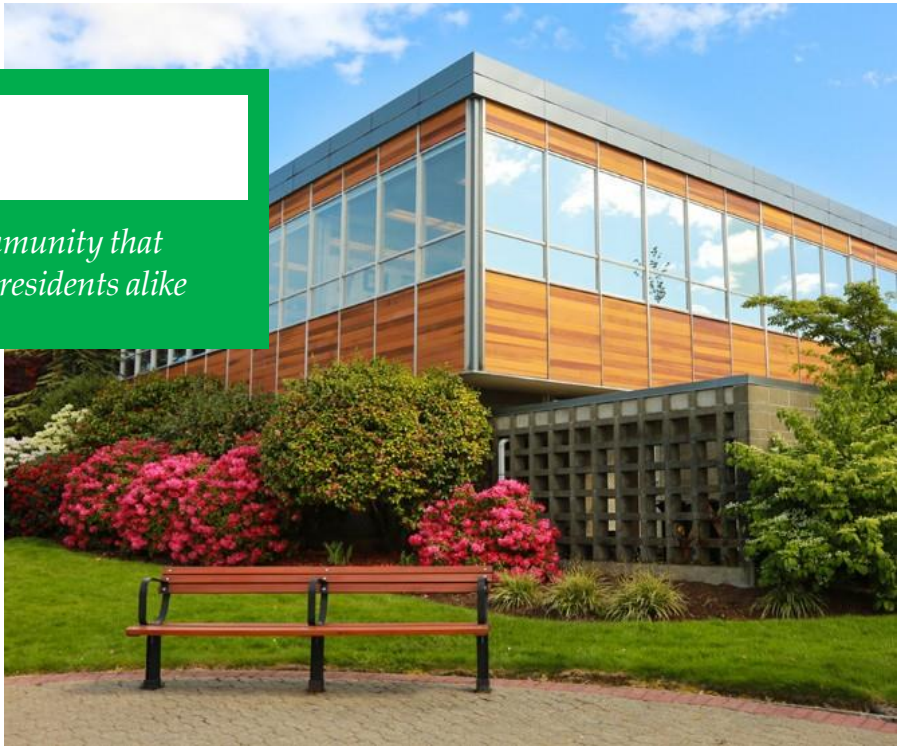
Opportunity Profile: Fire Chief



The Organization

A unique and beautiful waterfront community that boasts many amenities for visitors and residents alike

A vibrant waterfront community at the heart of Vancouver Island on the picturesque West Coast, the City of Port Alberni (Port Alberni) is situated along the head of the Alberni Inlet, a long narrow arm of the ocean stretching inland from Barkley Sound. Home to a population of over 17,500, Port Alberni exhibits an affordable and inclusive community lifestyle, and celebrates a robust and diverse blend of natural, historical, cultural, and geographic resources. Port Alberni and the surrounding region have thrived for decades through an economy based on the processing of natural resources, industrial infrastructure, and a favorable climate for agriculture, commercial fishing, and tourism. Offering a wide range of outdoor attractions, including seaside parks, mountain hiking and bike trails, saltwater and freshwater sport-fishing, and wildlife viewing, Port Alberni takes pride in its identity as a port community, home to a diversified



economy of industry and commerce as well as wide variety of residential opportunities and recreational services. The City recognizes the waterfront and surrounding environment as its greatest natural asset, and strives to establish a sense of harmony and integration between its residents, tourists, arts, cultural expression, and values of innovation and enhanced quality of life. Port Alberni is committed to creating a safe and healthy community, and is dedicated to providing accessible facilities and operational services to all residents, in keeping with its vision of a strong and diverse community that supports small businesses, agriculture, tourism, and family life.

The Opportunity



Under the direction of the Chief Administrative Officer, the Fire Chief has responsibility for management and administration of the City's Fire Department, in accordance with appropriate and established bylaws, statutes, policies, and regulations. The Fire Chief ensures that the operating methods and procedures of the Port Alberni Fire Department are developed and implemented according to City policy, and undertakes the coordination and supervision of all Fire Department operations.

The Fire Chief is the leader of PAFD's leadership group, and supervisor of its officers. The Fire Chief resides within the Alberni Valley community, and responds as required to fire and other emergencies. S/he will provide effective strategic leadership and responsible management to all PAFD personnel, and will provide advice to the CAO and other senior managers on emergency-related issues.

The Opportunity

This is an administrative and operational leadership position.

Reporting Relationships

The Fire Chief has direct responsibility for the Fire Department. The City's Deputy Fire Chief, Chief Fire Prevention Officer and four shift Captains report directly to the Fire Chief. The Fire Chief reports directly to the City's CAO.

Organization & Structure

Under general direction from the CAO, this position is accountable for:

- Supervising the overall administration of the Fire Department including the assignment and discipline of staff, preparation of budget, requisitioning and control of materials, supplies and equipment and the preparation and maintenance of departmental records.
- Responding to fires and other emergencies as required.
- Organizing and assuming command of firefighting activities and other emergencies as required.
- Preparing and implementing rules, regulations and operational guidelines that are consistent with City policies, for efficient departmental operations. Consults with and receives direction from the Chief Administrative Officer on policy and administrative matters as required.
- Hiring, disciplining, laying off and terminating employees, and acting for the City in processing grievances, arbitration hearings and related labour relations matters.
- Assisting in collective bargaining.
- Supervising fire prevention and investigational operations.
- Participating in fire safety and prevention campaigns; attending and addressing groups and meetings, and promoting and maintaining effective public relations for the department.
- Conducting meetings and conferences with staff, business and City officials; preparing budgets, annual reports, and related records and material as required.
- Directing the maintenance, repair and replacement of firefighting equipment and firehall facilities.
- Working closely with Alberni Clayoquot Regional District in the field of emergency preparedness. Fostering good relationships between the City's fire department and other neighbouring fire departments.
- Performing related work as required.



The Person

The Port Alberni Fire Chief should be a dynamic and decisive leader who is well experienced with the complexities of local government fire services. Possessing an inclusive and collaborative leadership style, s/he builds engagement with both personnel and external stakeholders by creating a true team environment, leveraging the considerable expertise and strength that exists within and outside of the organization.

Knowledge, Skills, and Abilities

The ideal candidate will possess the following qualifications and experience:

- Extensive knowledge of Fire Department rules, regulations, operational guidelines, City policies; and of applicable City and Provincial Fire Acts, codes and by-laws.
- Extensive knowledge of current firefighting and fire prevention methods, techniques, and procedures.
- Thorough knowledge of administrative methods, techniques and practices as applied to fire department operations.
- Thorough knowledge of the principles and practices of effective supervision, training and discipline of personnel.
- Ability to effectively administer the operations of a municipal fire department with minimal direction or supervision.
- Ability to provide leadership, and plan and implement long-range plans and programmes.
- Ability to establish and maintain effective working relationships with a variety of civic and business officials, staff and the general public.
- Ability to communicate effectively both in writing and speech and promote and maintain effective public relations for the fire department and the City. Ability to supervise and participate in the preparation of a variety of reports, records, correspondence and budgets.

Preferred Qualifications

The incumbent will possess:

- Fire Officer IV (NFFPA 1021 level IV) certification from a recognized accrediting organization.
- Post-Secondary degree in a related field.
- Extensive experience in local government fire protection service delivery, with progressive responsibility.
- Extensive practical Incident Command experience and demonstrated competence in managing emergency incidents using the Incident Command System
- Demonstrated ability to exercise considerable independent judgement and action while working toward departmental objectives
- Motivated professional with excellent interpersonal skills and highly developed oral and written communications skills.
- Team builder
- Ability and desire to work in a collaborative manner with a wide range of stakeholders
- Experience working and leading in a union environment, with a proven ability to exhibit strong leadership and decision making skills with an exceptional capability for resolving issues in an open and consultative manner;
- Province of British Columbia Class 5 Driver's License with Air Endorsement

The Person

Competencies and Personal Characteristics

- Leadership - Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.
- Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.
- Strategic – Develops and implements a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals and needs, and performs one's job with the broader goals in mind.
- Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.
- Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/ processes.
- Effective Working Relationships – Treats staff, colleagues, and customers with respect; resolves conflicts respectfully and in a timely manner, negotiates effectively, and provides effective feedback to colleagues/ employees.
- Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit and intent behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.
- Resident Focused – Anticipates, responds, and attends to the needs of residents, and other internal and external stakeholders of the organization. Keeps the resident and stakeholder interests in the forefront.

Compensation

A competitive compensation package will be provided including an attractive salary and excellent benefits.

More Information

For more information please visit:
www.portalberni.ca/port-alberni-fire-department

