



## DISTRICT OF TAYLOR Deputy Fire Chief / Protective Services Specialist

The District of Taylor is inviting applicants to fill the position of Deputy Fire Chief / Protective Services Specialist (“Deputy”).

Our thriving and welcoming community of approx. 1500 is located in the beautiful Peace River Valley where the Alaska Highway crosses the Peace River. We are a resource municipality with an excellent tax base 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 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’s Volunteer Fire & Rescue Services, assist the Fire Chief with the overall management of the department, and act in the absence of the Fire Chief. He/she will also be 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.

Salary will be negotiated based on education and experience (up to \$81,000/annum) with an exceptional benefit package provided. “On call” coverage is required. A complete job description is available at [www.districtoftaylor.com](http://www.districtoftaylor.com).

*The District of Taylor thanks all applicants for their interest, however only applicants being interviewed for the position will be contacted.*

Applications containing detailed resume of qualifications and experience, will be received by the undersigned prior to 4:30 p.m. on September 7, 2020.

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## DISTRICT OF TAYLOR Job Description

### Department: Protective Services Deputy Chief/Protective Services Specialist

**Classification:** Senior Non-Management

**Position Summary:** The Deputy Chief/Protective Services Specialist (“Deputy”) reports to the Fire Chief and will perform the combined duties of a Deputy Fire Chief and an Emergency Program Coordinator. The incumbent will also be required to undertake bylaw enforcement duties as required.

The District of Taylor Fire & Rescue Services is a 20-member crew of trained and enthusiastic volunteer firefighters with a wide range of experience, ages and rank. The incumbent will become a member of this team, assist the Fire Chief with the overall management of the department, and act in the absence of the Fire Chief.

The position is also 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.

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.

“On call” coverage is required.

### RELATIONSHIPS

**Reports to:** Fire Chief

**Positions Supervised:**

- Taylor Fire & Rescue Services membership (Approx. 20 members)
- Taylor Emergency Support Services team (Approx. 15 members)

### RESPONSIBILITIES

**Deputy Fire Chief Core Duties:**

- Responds to emergency incidents as an active member of the Taylor Fire & Rescue Service.
- 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 Services and District staff.

- Provides input into the annual, five year operating, and capital budgets for the Taylor Fire & Rescue Services.
- Ensures all apparatus and equipment is maintained in accordance with current regulations, best practices, and policies.
- 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.
- Responsible for the overall safety of the Taylor Fire & Rescue Services and Taylor Emergency Support Services members, including the safety of their operations.
- Encourages and upholds a harassment free work environment.

**Protective Services Specialist (PSS) Core Duties:**

- 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 Fire Chief on matters affecting emergency services, and implements those that are approved.
- Provides input into the annual, five year operating, and capital budgets for the Municipal Emergency Program Department.
- 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 staff and volunteers.
- Provides public awareness and education on the Emergency Management Program and Plan.
- Develops communication messages to the public through the Districts newsletter or as requested.
- Attends Council and Committee Meetings, as requested by the Fire Chief.

**Bylaw Enforcement and Other Core Duties:**

- Participates as a member of the District's Occupational Health and Safety Committee.
- 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.
- Other duties as requested or required by the Fire Chief or Chief Administrative Officer.

**QUALIFICATIONS**

**Specialized Skills/Knowledge:**

- 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.

### **Education & Training**

- NFPA 1001 Fire Fighter Certification Level 1 & 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.

### **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.

### **Requirements**

- Residency is necessary within the District of Taylor or its Fire Protection Area.
- Successful completion of a criminal record check including vulnerable sector.
- Valid BC Class 3 Drivers Licence with Air Brake Endorsement and an acceptable driving abstract.
- Physical ability to perform the duties of the position.
- On Call coverage:
  - Given the industrial nature of the community, on call coverage is a significant requirement of the position and has been compensated for in the salary allocated.
  - 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. He/she 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.