



**The wild's calling...dare to answer.
We're on the lookout for an adventurous spirit to add to our herd:**

DEPUTY DIRECTOR OF FIRE AND EMERGENCY SERVICES (DEPUTY FIRE CHIEF)

Are you a courageous and confident leader of the pack, able to lure others to your quest while maintaining control in the den? Extremely adaptable to the challenges of your territory and able to lead the pack strategically and progressively? If you're seeking mountainous opportunities, we are looking for you.

Hear the howls? The District of Elkford invites you to respond to our call of the wild.

THE COMMUNITY

Located in the Elk Valley in the southeastern corner of British Columbia, Elkford is a picturesque Rocky Mountain town that was founded in 1971 as a home for coal miners working at the newly established Fording Coal Operations. Your partner needs a job too? Four metallurgical coal mines in the surrounding area are actively hiring in all areas of operations. Elkford has a current population of approximately 2,750 residents, with affordable housing in a beautiful mountain setting.

When you find Elkford on a map, you might think it is simply the end of the road, but spend some time here and you'll soon realize it's the beginning of something special. Elkford is largely undiscovered by lovers of backcountry recreation. Pristine natural wilderness is highlighted by proximity to the Elk Lakes Provincial Park, Koko Claims snowmobiling area, world class fly-fishing on the Elk River, a local ski hill, golf course, and a full range of community recreational amenities usually only found in much larger centres.

Elkford remains a place where nature prevails, and where humanity borrows a bit of space. Wilderness remains core to what the community is and wants to be—the start of active adventure and the passive pursuit of a serenity as big as the mountainous expanse surrounding the town.

THE OPPORTUNITY

Under the general direction of the Director of Fire and Emergency Services (Fire Chief), the Deputy assists in the management of the Elkford Fire Department including administration and response/operations of fire suppression, fire prevention, public education, medical first response and highway road rescue services; develops and implements training programs practices and procedures to ensure both the effective and efficient operation of the Department. Assists in the coordination of both internal and external stakeholders/agencies to ensure that information is coordinated and distributed effectively. Ensures that buildings, apparatus, and other equipment is maintained in good working order; ensures that all records are maintained for incidents and other departmental data as required.

Application deadline: June 7, 2023 at 4 p.m. local time.

Interested applicants should forward their cover letter and resume by email only, in confidence, to:

District of Elkford, Attention: Director of Corporate Services

Email: careers@elkford.ca

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted. For more information about the position, including salary range and benefits, please contact us at careers@elkford.ca.



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EMPLOYEE POSITION DESCRIPTION

Position Name: Deputy Director of Fire and Emergency Services	Department: Elkford Fire and Emergency Services	Date: May, 2023
Classification: Exempt	Supervisor's Title: Director of Fire and Emergency Services	Date of Revision:

JOB SUMMARY

Under the general direction of the Director of Fire and Emergency Services, the Deputy Director of Fire and Emergency Services assists in the management of the Elkford Fire Department including administration and response/operations of fire suppression, fire prevention, public education, medical first response, highway road rescue services and bylaw services; develops and implements practices and procedures to ensure both the effective and efficient operation of the Department. Assists in the oversight of the activities related to the enforcement and compliance of municipal bylaws. Assists in the coordination of both internal and external stakeholders/agencies to ensure that information is coordinated and distributed effectively. Ensures that buildings, apparatus, and other equipment are maintained in good working order; ensures that all records are maintained for incidents and other departmental data as required.

The Deputy Director of Fire and Emergency Services is an effective team member whose contributions assist in the achievement of the Department and organizational objectives.

NATURE, SCOPE, AND SPECIFIC ACCOUNTABILITIES

1. Assists in the oversight of the day-to-day operations of Elkford Fire and Emergency Services in accordance with the District's policies, plans and procedures including the functions of fire prevention, fire suppression, public education, medical first response, road rescue and other related services. Assists in the preparation and maintenance of Operational Guidelines in accordance with the Fire Services Act, BC Fire Code and Regulations, the B.C. Structure Firefighter Competency and Training Playbook and the bylaws/policies of the District of Elkford.
2. Responds to fires and other emergency incidents, including first response to medical emergencies, highway road rescue incidents and other emergency activities as necessary. Liaises and coordinates with representatives of BC Forest Service to ensure adequate measures are made for controlling major fires.
3. Assists in the oversight, planning, direction and coordination of all functions related to bylaw enforcement, and relevant Provincial and Federal Acts. Oversees the receipt of complaints, and directs the Bylaw Enforcement Officer attends to and investigate complaints of alleged municipal bylaw infractions, and act accordingly, as required. Oversees and directs the Bylaw Enforcement

- Officer in the preparation of any necessary court documents and files and the provision of evidence in Court of bylaw infractions on behalf of the District, including directing the preparation of and/or serving documents on behalf of the District.
4. Develops and maintains all necessary training programs, proficiency requirements and occupational health and safety programs for the Deputy, specifically with respect to training required pursuant to the BC Playbook. The Deputy Director will ensure that training and assessment for each member of the department is completed and record in alignment with the identified level of service or advise the Director otherwise.
 5. Works with the Officers and Firefighters relating to training and attend Fire Department meetings as required. Develops lesson plans for training and coordinates fire department practices and attends regular weekly and other training sessions as required.
 6. Assists in the development of short and long-term plans in support of District of Elkford goals and objectives. Advises and makes recommendations to the Director of Fire and Emergency Services (Fire Chief) on all matters relating to firefighting, fire prevention and other related matters in accordance with provincial legislation, Worksafe BC Regulations and other District of Elkford bylaws and policies.
 7. Assists in the management of Paid-On-Call officers and firefighters, including determining the nature of work to be performed, recruitment, development, and training, and ensuring quality and quantity of work meets established standards and operational guidelines. Assists with the resolution of personnel issues through a performance management program. Acts as an advisor/mentor to subordinates. Ensures that full and accurate records are maintained relating to firefighter staffing, training and other records as required.
 8. Carry out other administrative duties of the Director of Fire and Emergency Services in their absence, including attendance at and making presentations on fire department, emergency and other public safety matters at Council and other meetings as required. Assists with the facilitation of and oversees the coordination of public consultation to address public safety and other emergency services issues.
 9. Assists in the preparation of annual and long-range capital and operational budgets for the Department and monitors expenditures of allocated funds within the approved budget. Prepares cost estimates and other reports as required. Prepares bid documents for acquisition, replacement and disposal of capital equipment as required.
 10. Assist in ensuring fire apparatus and equipment is regularly inspected and maintained in good working order including servicing records, certifications, etc. In coordination with the District's Facility Managers and Director of Fire and Emergency Services, ensure that Elkford Fire buildings are kept in good repair and condition. Makes recommendations to the Director of Fire and Emergency Services related to replacement and/or major repair of buildings, apparatus and/or other equipment.
 11. Ensures that all records are maintained for incidents on fire, injuries, loss of property and other conventional and electronic departmental data, documents, reports, drawings, and correspondence are maintained in accordance with the District's records management systems and best practices.
 12. Assists the Director of Fire and Emergency Services with the District's fire prevention activities conducted by Elkford Fire Department including:

- Conducting inspections of buildings and properties including those of a residential, commercial, industrial and public nature to ensure compliance with fire regulations, fire codes, and municipal bylaws to enhance community safety.
 - Promote fire safety and prevention through safety talks, public events, and lectures to schools, service clubs, the general public and other interested parties.
 - Enforcement of the BC Fire Services Act, BC Fire Code and Regulations, and the District's bylaws and other fire standards.
 - Preparation and documentation of property pre-planning to allow for safe emergency operations.
 - Developing and administering fire defense plans for the District of Elkford by conducting continuous analysis of fire risks and identifying means of preventing fire and mitigating loss when fire occurs.
13. Assists with the preparation, implementation and supporting various public education programs to promote fire safety, prevention, and awareness within the community. Liaises and coordinates with the Regional District of East Kootenay as required, related to Emergency Operations and Emergency Social Services in the event of a local or regional disaster. Provides local assistance with all required outside agencies as required.
 14. Coordinates and liaises with Corporate Services department to ensure that press releases and general statements are released for public information are accurate, e.g., District of Elkford website, social media, local newspapers, and other media outlets.
 15. Assists in the review of development applications and capital projects to ensure compliance with the Fire Code and Regulations, District bylaws and makes recommendations for consideration by the Director of Planning and Development Services, Director of Engineering and Public Works, CAO and/or Approving Officer.
 16. Assists the Chief Administrative Officer and Director of Fire and Emergency Services in the coordination of the development, implementation and delivery of the District's Occupational Health and Safety Program, including safety meetings, training, workplace inspections, incident investigations, and other related program elements are completed.
 17. Acts as the Local Assistant to the Fire Commissioner, establishing a working liaison with the BC Fire Commissioner's Office.
 18. Assists with liaising with BC Ambulance Service and Elkford Search and Rescue on emergency/operational matters within the District of Elkford.
 19. Builds and maintains effective communication and coordination with internal and external contracts including local, provincial, and federal governments, utilities and other public safety and emergency response agencies, consultants, contractors, District staff and the general public.
 20. Ensures the safety and security of staff, public, facilities and equipment by managing the implementation and maintenance of appropriate workplace safety and general risk management programs, policies, and procedures; reports unsafe and/or insecure situations in accordance with regulations and District standards; directs the implementation of emergency procedures as appropriate.
 21. Undertakes other assigned duties as required by the Director of Fire and Emergency Services.
 22. Participates in the Elkford Fire Departments Duty Officer On-Call coverage as assigned by the Director of Fire and Emergency Services and or Chief Administration Officer.

TYPICAL QUALIFICATIONS

Education:

- Post-secondary education in Fire Service Management, local government, public administration or emergency service management.

Occupational Certificates, Licences, Associated Memberships:

- NFPA 1001 Firefighter Level 2
- NFPA 1002 Fire Apparatus Driver/Operator
- NFPA 1021 Fire Officer Level 2
- NFPA 1521 Incident Safety Officer
- NFPA 1031 Level 1 Fire Inspector (preferred)
- NFPA 1033 Level 1 Fire Investigator (preferred)
- NFPA 1041 Level 1 Fire Service Instructor (Level 2 preferred)
- Bylaw Compliance, Enforcement and Investigative Skills Level 1 (preferred)
- Satisfactory Police Information Check with Vulnerable Sector
- Wildland Firefighting certification endorsed by the BC Office of the Fire Commissioner
- Incident Command System 300
- First Responder Level 3 (Red Cross Instructor qualifications preferred)
- Valid BC Class 3 Driver's License with air endorsement

Experience:

- Significant experience (8 – 10 years) in firefighting experience, some of which (3 – 5 years) must be at an officer level.
- Ability to obtain Local Assistant to the Fire Commissioner qualification.

Knowledge, Skills and Abilities:

- Thorough knowledge of all aspects of fire, rescue, and emergency management.
- Experience and success in developing and maintaining positive relationships with employees and other community stakeholders.
- Organizational habits to understand, realistically plan for and meet deadlines while adapting to changing demands and priorities.
- Strong interpersonal, communication, presentation, problem solving, decision making, leadership and general management skills.
- Conflict resolution, and presentation skills combined with ability to work under pressure.
- Proficiency in Microsoft Office programs including Word, Excel, and Outlook.
- Maintain a level of physical fitness to continuously perform all duties required in this position including but not limited to excellent cardiovascular fitness, bending, lifting, and carrying as required.
- Considerable knowledge of the Fire Services Act, Fire Code and Regulations, and the BC Structure Firefighters Competency and Training Playbook.
- Considerable knowledge of the Worker's Compensation Act and OHS Regulations and other applicable legislation.
- Ability to lead, coach, and motivate staff in a team environment.
- Ability to establish and maintain effective working relationships with representatives of government agencies, community and business groups, contractors, the public and District staff.

In order to respond to incidents in a timely manner the incumbent must reside within the District of Elkford.

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20____.

Chief Administrative Officer

Signature

Date

I have read this job description:

Employee's Name

Employee's Signature

Date