



JOB OPPORTUNITY

Fire Chief Paid-On-Call

Located in the beautiful upper Fraser Valley, the Resort Municipality of Harrison Hot Springs is a friendly community with beautiful beaches, a vibrant cultural scene, and a balanced urban-rural lifestyle. Nestled against the picturesque Coast Mountains and beautiful Harrison Lake, Harrison is only 90 minutes away from Vancouver, an hour from the Abbotsford Airport and within an easy drive of local ski areas. Harrison is a small community with a population varying from approximately 1500 year-round residents to summer populations numbering in the thousands.

Reporting to the Chief Administrative Officer, the Fire Chief will administer, plan, direct and control all aspects of the Fire Department including administration, fire suppression, fire prevention and first responder activities as authorized by Fire Department Regulation Bylaw No. 1031. Administrative duties include planning, directing and controlling all Fire Department activities including the recruitment of personnel, budget oversight, coordination of training, and the assignment of personnel and equipment. The Fire Chief will consult with the Village, its representatives and consultants, but will work independently in the supervision of emergency response operations.

Duties and Responsibilities:

- Plan, direct and supervise the activities of the fire department and subordinate officers as specified in the Fire Department Regulation Bylaw
- Coordinate and implement training programs in accordance with accepted standards and improve the understanding and skill of all Department members in fire-fighting, rescue and first response medical procedures
- Ensure that adequate records are kept of all required equipment maintenance and training
- Work with the Village administrative staff to develop an annual Fire Department budget and related capital plans
- Monitor the Department budget and submit purchasing requests within approved limits
- Maintain an effective working relationship with all Village departments
- Liaise with the District of Kent Fire Department to ensure mutual cooperation
- Participate in the local and regional emergency planning process
- Regularly assess the training and experience of HHSFD members in order to assign training and leadership functions

- Maintain order and discipline within the ranks of HHSFD
- Ensure that a current Occupational Health and Safety Program for the Department is implemented and maintained to all regulatory standards

Experience and Abilities:

- Valid unrestricted BC Driver's License with air brake endorsement
- Preferred candidates will have a minimum of five years of fire department experience, including time served as an officer
- Knowledge of the community and fire protection area
- Knowledge of Fire Department Operational Guidelines, policies, procedures and applicable local bylaws, provincial codes, regulations, acts and standards
- Knowledge of NFPA 1001 and 1002 Firefighter Training Standard and OH&S Regulations
- Knowledge of the Incident Command System (ICS)
- Preference may be given to candidates with Fire Officer Training
- Leadership ability and the ability to organize and delegate
- Ability to communicate effectively and respectfully with internal and external stakeholders and to maintain positive public relations on behalf of the Fire Department
- Previous management experience is an asset

Remuneration:

The Fire Chief is a member of the Paid-on-Call Harrison Hot Springs Fire Department and is paid at the current rate of \$21.80 / hour for practices, call-outs and training. The Fire Chief will receive an annual honorarium of \$16,000 in recognition of the administrative, supervisory and other work that they undertake on behalf of the Department, including attending meetings and conferences as required.

Qualified candidates are invited to submit an application by September 29, 2023 at 4:00pm to:

Village of Harrison Hot Springs
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

Or via e-mail at: sschultz@harrisonhotsprings.ca