



**Title:** Regional Fire Services Supervisor/Training Officer

**Department:** Protective Services

**Reports To:** Manager of Protective Services

**Date:** November 18, 2020

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### **Summary**

Reporting directly to the Manager of Protective Services, the Regional Fire Services Supervisor/Training Officer will be responsible for supporting Cariboo Regional District Volunteer Fire Departments including but not limited to coordinating, conducting, and monitoring minimum training standards, procurement standards and procedures, agency services communications, documentation and legal liability.

The Regional Fire Services Supervisor/Training Officer will oversee the development and maintenance of operational guidelines, development and delivery of training programs, mutual aid and other agency agreements and contracts, volunteer fire department recruitment and retention, and departmental health and safety programming to support the activities necessary for the ongoing operation of the Regional District's fire services functions, including related emergency planning and other associated programs.

### **Essential Job Functions**

- Work with CRD Volunteer Fire Chiefs to continuously improve organizational structures, reporting, monitoring tools, policies and procedures to support day to day volunteer fire department operational activities, health and safety, recruitment and retention.
- Ensure the maintenance of a records management system related to the operations of the VFDs including First Responder training, certifications, and licensing.
- Support Fire Chiefs and the CRD in managing fire department personnel issues, including recruitment and retention, ensuring the adherence to policy, procedure, documentation and record keeping standards.
- Work to continuously improve and deliver where necessary, training programs and skills development opportunities for fire department personnel in coordination with Fire Chiefs and Training Officers.
- Provide liaison between fire departments and other regulatory agencies, maintaining awareness of standards, best practices and industry changes.
- Provide recommendations to Manager of Protective Services and the Manager of Procurement regarding the standardized design, cost and suitability of equipment acquisitions considered by individual fire departments.
- Organize and support training opportunities for VFD members and CRD EOC staff to ensure safe effective service delivery and coordination with volunteer fire departments throughout emergency operations center activations.
- Assist with the development of policies and resource requirements related to the VFDs and emergency response activities under the guidance of the Manager of Protective Services.

- Support the development of partnerships to ensure successful operation of CRD VFDs by maintaining the appropriate contacts within rural communities, municipalities, provincial ministries, the private sector and other agencies.
- Monitor fire department budgets and budget related communications and correspondence.
- Monitor volunteer fire department communication systems maintenance contracts, advising on equipment replacement needs, upgrades, and compatibility with the 911 dispatch system.
- Prepare reports, provide information and make recommendations to, and implement direction from, the Manager of Protective Services.
- Assist in the development and implementation of a public information program related to fire protection, potential hazards, mitigation activities, and general public awareness messaging.
- Establish and attend regular Fire Chief's meetings and other events as needed to support departmental objectives.
- Perform other duties as required.

### **Minimum Qualifications**

- Post-secondary degree, diploma, or equivalent fire services and local government administration experience and related training.
- NFPA 1001 Level 2 Firefighter, 1002 Driver/Operator, 1021 Level 2 Fire Officer, 1041 Level 1 Fire Service Instructor, 1033 Investigator, and 1521 Incident Safety Officer.
- Minimum of 7 years direct fire service experience.
- Work experience demonstrating increasing levels of responsibility.
- Budget management experience required.
- Maintain a valid BC Driver's License required.
- Proficient in the use of computers and relevant software programs.

### **Knowledge, Skills and Abilities Required**

- Considerable knowledge of fire services, procedures, methods and equipment.
- Demonstrated ability to work diplomatically and effectively with the public, volunteers and co-workers.
- Demonstrate sound judgement, tact and discretion when dealing with confidential and sensitive matters.
- Considerable knowledge of municipal legislation and applicable legal principles is an asset.
- Considerable knowledge of fire protection standards and rating systems employed by the Insurance Bureau of Canada and the Underwriters Laboratory of Canada.
- Excellent business written and verbal communications.
- Ability to develop complex policies and explain legal issues.
- Demonstrated leadership skills and personal discipline.
- Volunteer management experience.
- Public speaking skills an asset.

### **Supervisory Responsibility**

- Provide day to day support to all Cariboo Regional District Fire Chiefs and to the volunteers within the CRD volunteer fire departments on an on-going basis to maintain positive and supportive working relationships with all other fire departments within the regional district.
- Provide supervision to the Protective Services Assistants as needed.

### **Working Conditions**

- Will work a non-typical schedule that includes evenings and weekends and will average 70 hours biweekly. Occasional overtime may be required.
- Travel required.
- Ability to organize events and conduct presentations.
- Must maintain a valid BC Driver's License.

### **Financial Resources**

- Under the guidance of the Manager of Protective Services, assemble information for volunteer fire department budgets and monitor program expenditures.
- Draft applications for grant program funding support.
- Order supplies as required.
- Check invoices from contractors for accuracy and completeness.
- Monitor related credit card expenses, reconciliation and reporting functions and timelines.

*This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.*