



District of Metchosin
4450 Happy Valley Road, Victoria BC V9C 3Z3
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www.metchosin.ca

District of Metchosin
Fire Chief
(Exempt)
\$120,000 Annually (currently under review)

The District of Metchosin is seeking a key member of its senior leadership team in the position of Fire Chief.

NATURE AND SCOPE OF WORK

Reporting to the Chief Administrative Officer, the Fire Chief oversees the administration, direction, and control of all aspects of the fire department including fire suppression, training, and fire prevention activities ensuring compliance with legislated codes and district bylaws and policies. Also administers applicable local and provincial fire regulations. The position is also responsible for overseeing the coordination and implementation of the District of Metchosin's emergency management program. This position is required to be on-call and may be required to work long hours during emergency situations. Evening meetings, open houses, and training are regular features of this role.

DUTIES AND RESPONSIBILITIES

- Oversee all emergency and non-emergency operations of the fire department including incident responses and pre-incident planning.
- The development, maintenance and updating of the fire department's operational guidelines, which shall meet operational requirements and fulfil all statutory and regulatory requirements.
- Oversee the coordination and implementation of the district's emergency management program.
- Responsible for recruitment, appointment and performance management of fire department members, emergency management and FireSmart personnel, in consultation with the CAO, or delegate.
- The development of all necessary training programs, proficiency requirements and occupational health and safety programs for the fire department.
- Ensure training and assessment for each member is completed and recorded in alignment with the identified level of service and provide regular reports to the CAO on the training and competence of all fire department members.
- In collaboration with the CFO, prepare and monitor the annual and long range operational and capital budgets for the fire department.
- Provide advice and recommendations regarding the fire department, including its budget, strategic planning, operations and administration.

- Directs the operation, maintenance, control and repair of all firefighting equipment and other department property, while maintaining accurate records.
- Conduct fire inspections of buildings as required by district bylaws and policies, and provincial fire legislation and regulations.
- Enforce all provincial and municipal fire prevention legislation, codes, perform inspections and analyze new and existing structures, review and approve plans for construction occupancy, fire protection and exposures, as needed.
- Oversee the conduct of all fire investigations as required in accordance with provincial fire legislation and regulations.
- Prepare correspondence and inspection reports, handle complaints and maintain records.
- Attend all major fire alarms or emergencies to direct firefighting and emergency activities, acting as incident commander.
- Development of appropriate fire prevention, mitigation and education programs for the district.
- Plan, coordinate and direct fire prevention programs for the public, schools, business, volunteer groups, etc. and prepare public information material relating to safety and fire prevention.
- Build and maintain strong working relationships with staff as well as a wide range of external stakeholders including provincial and federal ministries, regulatory agencies, consulting groups, community groups, other local governments and committees.
- Perform ongoing duties and special projects as required.

The responsibilities listed above are intended only as illustrations of the various types of requirements that may be expected. The omission of specific statements of duties and/or responsibilities does not exclude them from the position if the responsibility is similar, related and/or a logical assignment to the position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the operations, maintenance of all apparatus and equipment, as well as the current methods used in combating, extinguishing and preventing fires.
- Fully certified NFPA 1001 Level 1 and 2 fire fighter, NFPA 1002 driver/operator, preferred.
- Minimum Fire Service Instructor 1
- Level 1 Fire Investigator Training (NFPA 1033).
- A thorough knowledge of all Federal and Provincial Fire Regulations, including all Municipal Bylaws relevant to the operation of the Fire Department.
- Strong written and oral communication skills, public relations skills and practical problem-solving ability.
- Demonstrated success in working effectively in a team-oriented environment.
- Professional computer skills, including the ability to produce high-quality and concise reports and plans.
- Ability to work effectively, efficiently and economically as well as able to perform well under pressure while dealing with contentious matters.

MINIMUM QUALIFICATIONS AND EXPERIENCE

The incumbent should have post-secondary education in public administration, fire service management, emergency services management or another related discipline or proven equivalent experience.

The incumbent shall possess the following credentials/certifications:

- 10 (ten) years' experience in the Fire Service, with at least 5 (five) years as a Senior Fire Officer, preferred in a volunteer or POC environment.
- Fire Officer 1, Fire Officer 2 preferred or willingness to attain within first 12 months of employment.
- Valid Class 5 BC Driver's License with air endorsement; satisfactory driver's abstract required.
- Satisfactory criminal record and vulnerable sector check.
- ICS 300 certification - ICS 400 preferred.

Qualified candidates are invited to submit their resume via email, quoting competition number 2026-01 by 4:00 p.m. Friday, January 30, 2026 to the attention of:

Bob Payette, Chief Administrative Officer
District of Metchosin
4450 Happy Valley Road, Victoria, BC, V9C 3Z3
careers@metchosin.ca