The District of Coldstream is a progressive community of 11,300 located in the beautiful North Okanagan. Our location allows for a quality lifestyle that is second to none with quick and easy access to many amenities.

We are seeking a dedicated, experienced professional to join our team in the capacity of Protective Services Coordinator. This exempt, full-time position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and enjoys working with people. If you have a can-do attitude, can build positive relationships, are experienced in leading and mentoring staff and are detailed and results oriented, then we want to hear from you!

The Protective Services Coordinator is responsible for the management, coordination, facilitation and technical support of the projects and activities related to the District’s Emergency Management, Occupational Health and Safety, Fire Inspection and Fire Investigation programs and services. The position will also provide support to the Volunteer Fire Department on all administrative and operational matters. The position is accountable to and works under the direction of the Chief Administrative Officer.

The minimum qualifications include:

- Degree or diploma from a recognized post-secondary institution in a related field supplemented by courses in fire services, occupational health and safety, emergency preparedness including risk assessment and planning and emergency management, or an equivalent combination of education and experience.
- Minimum of five (5) years of increasingly responsible, relevant experience in Emergency Management, Occupational Health & Safety and Volunteer Fire Services, preferably within a local government setting.
- A thorough knowledge of the Provincial Emergency Program, BC Emergency Response Management System and the Incident Command System; the roles and responsibilities of the local authority under the Emergency Program Act.
- A thorough knowledge of fire services, procedures, methods and equipment.
- Considerable knowledge of the BC Fire Safety Act, the BC Fire Code, Work Safe BC regulations, and other related statutes, laws, standards and precedents applicable to the work.

This position offers a competitive salary as well as an extensive benefits package.

Please submit a covering letter and résumé by 4:00 p.m. local time on Friday, July 26, 2019 to:

Chief Administrative Officer
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6

Fax: 250-545-4733
Email: hr@coldstream.ca
DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: PROTECTIVE SERVICES COORDINATOR

REPORTS TO: Chief Administrative Officer

SUPERVISES: None

Reporting to the Chief Administrative Officer, the Protective Services Coordinator is responsible for the management, coordination, facilitation and technical support of the projects and activities related to the District’s Emergency Management, Occupational Health and Safety, Fire Inspection and Fire Investigation programs and services. The position will also provide support to the Volunteer Fire Department on all operational matters.

Primary Duties and Responsibilities:

- Oversees the development, and maintenance, of the Coldstream Emergency Operations and Response Plan including review, creation, training, implementation, maintenance and management of programs and procedures.
- Assume key leadership and/or supervisory positions and accountability when the Emergency Operations Centre is functioning.
- Oversees all matters related to Occupational Health and Safety in the District and provides advice and direction to management and employees on Occupational Health and Safety requirements.
- Responsible for ensuring Municipal, Provincial and Federal regulatory compliance in helping to maintain a safe and healthy work place.
- Assessment, facilitation and evaluation of injury prevention, environmental safety and occupational health and safety.
- Establishes and maintains positive relationships with both external and internal stakeholders who play a role in the District’s emergency management efforts.
- Assists the Fire Department in the administration, coordination and support of the Coldstream fire services.
- Assists the Fire Department with developing and delivering training programs for compliance with the new BC Minimum Standards Playbook.
- Establishes and maintains a regular system of fire inspections (risk based compliance monitoring) for the purposes of fire prevention, in compliance with statutory requirements, and promotes fire safety education and awareness programs within the community.
- Ensures compliance with and enforcement of Municipal, Provincial and Federal fire related statutes, regulations, codes and standards, including the Fire Services Act, BC Fire Code Regulations and municipal bylaws related to fire services. Works with the Bylaw Enforcement Officer to enforce municipal bylaws.
• Be the lead investigator with the Fire Department investigation team in determining fire cause and origin.
• Manage the preparation, writing and maintenance of operating guidelines, procedures and plans as required for the Emergency, Fire and Occupational Health and Safety programs.
• Tracks training records as required for the Emergency, Fire and Occupational Health and Safety programs including, but not limited to, certifications, requirements, expiry dates, volunteer registration and insurance forms.
• Prepares reports and make recommendations to the CAO on corporate matters related to Emergency Management, Occupational Health & Safety and Fire Services.
• Follows all policies, procedures and standards of the District of Coldstream.
• Attend Council and Committee meetings as required.
• Performs other duties as assigned by the Chief Administrative Officer or designate.

**Required Education and Experience:**

• Degree or diploma from a recognized post-secondary institution in a related field supplemented by courses in fire services, occupational health and safety, emergency preparedness including risk assessment and planning and emergency management, or an equivalent combination of education and experience
• Minimum of five (5) years of increasingly responsible, relevant experience in Emergency Management, Occupational Health & Safety and Volunteer Fire Services, preferably within a local government setting
• Must have a thorough knowledge of the Provincial Emergency Program, BC Emergency Response Management System and the Incident Command System; the roles and responsibilities of the local authority under the Emergency Program Act.
• Must have a thorough knowledge of fire services, procedures, methods and equipment with direct fire service experience.
• Clear Criminal Record Check
• Significant experience with BC Fire Code and performing fire prevention inspections
• Fire inspector certification compliant with NFPA 1031
• Fire investigation certification compliant with NFPA 1033
• Current BC Class 5 driver’s license

**Preferred Education and Experience:**

• Incident Command 100/200/300 training plus five (5) years relevant experience, preferably in a unionized, local government environment or an equivalent combination of education, training and experience
• Canadian Registered Safety Professional (CRSP) designation
• Current BC Class 5 driver’s license with an air brake endorsement
Required Knowledge, Skills and Abilities:

- Considerable knowledge of the BC Fire Safety Act, the BC Fire Code, Work Safe BC regulations, and other related statutes, laws, standards and precedents applicable to the work

- Demonstrated knowledge of disaster planning, response and recovery including emergency response techniques

- Exceptional interpersonal, communication, presentation, public relations, problem solving, investigative, decision making, leadership and general management skills

- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports and deliver oral presentations.

- Ability to multi task, be organized, retain a strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities.

- Ability to exercise sound judgement and work independently and as part of a team

- Ability to deal effectively with staff, elected officials, volunteers and the public

- Extensive knowledge in communication and computer systems relevant to emergency services

- Considerable knowledge and background in budget preparation and control