



July 2026

DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: **PROTECTIVE SERVICES MANAGER**

REPORTS TO: Chief Administrative Officer

SUPERVISES: Paid on Call Fire Chiefs or Designates, FireSmart Coordinator (Temporary) and Wildfire Mitigation Specialist (Temporary)

Reporting to the Chief Administrative Officer, the Protective Services Manager is responsible for the management, coordination, facilitation and technical support of the projects and activities related to the District's Emergency Management, Fire Inspection, Fire Investigation, FireSmart and oversees all matters related to the District of Coldstream Paid-On-Call Fire Department.

Primary Duties and Responsibilities:

EMERGENCY MANAGEMENT

- 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.
- Establishes and maintains positive relationships with both external and internal stakeholders who play a role in the District's emergency management efforts.

FIRE INSPECTION AND FIRE INVESTIGATION

- 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.
- Is the lead investigator for the Fire Department investigation team in determining fire cause and origin.

DISTRICT OF COLDSTREAM FIRE DEPARTMENT

- Oversee the Fire Department in the administration, coordination and support of the Coldstream fire service.
- Oversee the Fire Department developing and delivering training programs, in consultation with the Fire Chiefs or Training Officers, to ensure compliance with the current BC Structure Firefighter Minimum Training Standards.

FireSmart

- Oversees the Districts FireSmart Program and the Coldstream Wildfire Resiliency Plan, including initiatives, fuel management and mitigation programs, community risk-reduction strategies are completed, reported and tracked in accordance with the grant-funding requirements.
- Supervises and manages the FireSmart Coordinator and Wildfire Mitigation Specialists for duration of position terms.

GENERAL – ALL FUNCTIONS

- Manages the preparation, writing and maintenance of operating guidelines, procedures and plans as required for the Emergency Operations and Fire Services.
- Tracks training records as required for the Emergency Operations and Fire Services, 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 and Fire Services.
- Follows all policies, procedures and standards of the District of Coldstream.
- Attends Council and Committee meetings as required.
- May be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- 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, 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.
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- 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 multitask, 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.