District of Coldstream

9901 Kalamalka Road
Coldstream, BC
www.coldstream.ca

OPPORTUNITY PROFILE

PROTECTIVE SERVICES MANAGER



COMPETITION NO. 2026-21

The Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

The Position

We are seeking an experienced and community-minded professional to join the District of Coldstream as our Protective Services Manager. This exempt, full-time leadership position is ideal for a strong administrator with a background in fire services, emergency management, and team leadership.

Reporting to the Chief Administrative Officer, the Protective Services Manager is responsible for the leadership and oversight of the District's Paid-On-Call Fire Department, operating from two fire halls and supported by approximately 50 personnel, including two Paid-On-Call Fire Chiefs. The role serves as the District's fire inspector and lead fire investigator, oversees the Emergency Operations and Response Plan, and assumes a key leadership role within the Emergency Operations Centre during emergency events.

The position also provides direction for the District's FireSmart and wildfire mitigation programs, including supervision of grant-funded program staff, the FireSmart Coordinator and Wildfire Mitigation Specialist.

The successful candidate will be an organized, collaborative leader with strong administrative and communication skills, capable of building positive relationships, mentoring staff, and delivering results.



Primary Duties



- 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.
- 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.
- 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.
- Oversee 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-fudning requirements.
- Supervise and manage the FireSmart Coordinator and Wildfire Mitigation Specialists for duration of position terms.

Required Qualifications

- 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 and relevant experience in Emergency Management, Volunteer Fire Services, preferably within a local government setting.
- Fire inspector certification compliant with NFPA 1031.
- Fire investigation certification compliant with NFPA 1033.

Key Competencies

Leadership

Provides clear direction, develops high-performing teams, and fosters a culture of accountability, professionalism, and service excellence.

Administration

Effectively manages programs, budgets, policies, projects, and operational priorities while ensuring organizational objectives are achieved.

Judgement

Demonstrates sound decision-making, critical thinking, and composure when managing complex, high-risk, or emergency situations.



Expertise

Applies comprehensive knowledge of fire services, emergency management, investigations, inspections, and regulatory requirements to support public safety.

Collaboration

Builds productive relationships with staff, elected officials, partner agencies, and the public through respectful and effective communication.

Compensation

The 2027 salary range for this position is $117,572 to $132,805. Placement within the range will be based on the successful candidate's qualifications, education, and related experience.

In addition to a competitive salary and comprehensive benefits package, the District offers a flexible work schedule that includes a flex day every three weeks. Employees also benefit from paid time away for medical and dental appointments, as well as leave provisions to support family emergencies, promoting a healthy balance between work and personal responsibilities.

How to Apply

If you are a strategic thinker who enjoys public service and making a meaningful impact in the community, we encourage you to apply!

Interested candidates are invited to submit their cover letter and resume by email to:

Email: hr@coldstream.ca
Subject Line: Application – Protective Services Manager #26-21

The District of Coldstream thanks all applicants; however, only those candidates selected for an interview will be contacted.

