



JOB DESCRIPTION

Title:	Fire Services Manager
Department:	Protective Services
Supervisor:	Director of Protective Services
Status:	Full time, Regular
Direct Reports:	SLRD Fire Chiefs
Date Updated:	August 2025

Position Overview

Reporting to the Director of Protective Services, the Fire Services Manager provides leadership and oversight for the administration, development, delivery, and continuous improvement of fire protection services across the Squamish-Lillooet Regional District (SLRD).

This role is responsible for advancing regional fire initiatives, evaluating and enhancing service delivery models, supporting new service development, and ensuring compliance with legislative and regulatory standards. The Fire Services Manager also manages fire protection agreements, mutual aid partnerships, grant-funded projects, and contributes to public safety initiatives such as FireSmart and emergency management. Working closely with SLRD fire departments, the Fire Services Manager provides strategic and technical guidance to ensure alignment with best practices and the requirements of the Office of the Fire Commissioner (OFC). Frequent travel across the region is required to maintain strong relationships with communities, Indigenous partners, and fire protection partners.

Key Responsibilities

Leadership & Administration

- Lead regional fire protection initiatives to improve safety, service delivery, and coordination.
- Provide strategic and operational guidance to local fire departments.
- Support long-term fire service planning, including community consultation and service model reviews.
- Advise the Director of Protective Services on emerging issues, priorities, and initiatives.
- Review and update fire-related bylaws, policies, and operational guidelines.
- Provide supervision, leadership and direction to the Fire Chiefs of the SLRD Fire Departments, providing guidance and performance management as required.

Compliance & Standards

- Ensure SLRD fire department compliance with applicable legislation and OFC directives.

- Support adherence to BC Firefighter Minimum Training Standards, WorkSafeBC regulations, and the Fire Safety Act.
- Coordinate regional training to support regulatory compliance and operational readiness.

Next Generation 911 (NG911) Readiness

- Lead SLRD's preparation for NG911 in collaboration with dispatch providers and stakeholders.
- Ensure fire departments are trained and equipped to meet NG911 requirements.
- Participate in regional NG911 planning and advocacy to ensure seamless emergency communications.

Service Development

- Assist communities in assessing, developing, and formalizing new fire protection services.
- Ensure service models align with provincial standards and community needs.

Contract & Interagency Coordination

- Manage fire protection agreements with municipalities, Indigenous communities, and third-party providers.
- Develop and maintain mutual aid agreements to support emergency coordination.
- Promote consistency and collaboration across regional fire services.

Fire Prevention & Public Education

- Lead or support fire prevention and public education initiatives in line with OFC guidelines.
- Collaborate with the SLRD Emergency Program and Wildfire Mitigation Program to support integrated public safety planning.

Financial Management & Grants

- Identify, secure, and manage grant funding for fire services, training, equipment, and capital projects.
- Assist in developing and monitoring operating and capital budgets.
- Ensure transparent, accountable use of public and grant funds.

Qualifications

- Post-secondary education in Fire Service Management, Public Administration, Business Administration, Emergency Management, or a related field.
- A Minimum of 5 years of recent progressive leadership experience in fire services, preferably in a regional or rural context.
- Strong knowledge of:
 - Office of the Fire Commissioner (OFC) standards and directives
 - BC Firefighter Minimum Training Standards
 - Fire Safety Act, Local Government Act, Community Charter
 - BC Emergency Management System (BCEMS) and Incident Command System (ICS)
- Experience developing policies, bylaws, and service governance frameworks.

- Experience in leading complex, multi-stakeholder projects
- Exceptional planning, organizational, and problem-solving skills.
- Strong communication, facilitation, and relationship-building skills.
- Experience in the preparation and presentation of reports or other information to a Board of Directors, advisory committees, senior leadership and the public.
- Excellent interpersonal skills and the ability to exercise tact and diplomacy.
- Ability to develop and maintain effective relationships with the public, staff and elected officials, as well as with other local governments, First Nations, external agencies and other external partners.

Additional Requirements

- A valid BC Class 5 Driver's License with the ability to travel extensively throughout the SLRD and the ability to travel to remote and rural communities.
- Flexibility to attend meetings, events, and training outside of regular hours.
- Ability to participate in a 24/7 EOC Duty Officer rotation.
- When activated, ability to work evenings and weekends in the SLRD Emergency Operations Centre in a leadership position (ie. EOC Director, Deputy Director, Planning Chief or Operations Chief)
- A criminal record check may be required.