



## FIRE CHIEF

Supervisor: General Manager

Term: Full-time, Permanent

## Job Summary

As the Fire Chief, you will lead the Saik'uz First Nation Fire Department and ensure community safety through fire suppression, prevention, and emergency response. You will oversee the department's operations, train and support volunteer firefighters, and ensure that all equipment, practices, and reporting align with regulatory requirements and community needs. Your role includes proactive planning for wildfire risks, public education, and implementing FireSmart practices throughout Saik'uz.

## Duties & Responsibilities

- Respond to emergency calls, including fires, motor vehicle accidents, and search and rescue incidents
- Plan and direct all fire department activities, including suppression, rescue services, and emergency medical response
- Supervise, train, and recruit volunteer firefighters
- Maintain and service department equipment and vehicles; ensure operational readiness
- Conduct inspections, investigations, and fire prevention education for the community
- Support wildfire preparedness and conduct public education using FireSmart principles
- Maintain and report department budget, track hours, and submit payroll and operations documentation
- Prepare emergency reports and submit weekly and monthly reports to the General Manager
- Ensure compliance with WorkSafeBC standards and fire safety best practices

- Maintain an up-to-date responder roster and support administrative readiness in your absence

## Qualifications & Skills

- Thorough knowledge of firefighting techniques and the Structure Firefighters Competency & Training Playbook
- Completion of Team Leader and Fire Officer training
- Fire Inspector certification (or willingness to obtain)
- Certified in First Aid and CPR
- Valid Class 3 driver's licence with air brake endorsement; clean driver's abstract required
- Strong decision-making, analytical, and problem-solving abilities
- Skilled in stress and time management with effective written communication
- Familiarity with Microsoft Word and Excel
- Committed to ethical conduct, fairness, and a respectful workplace

## Salary & Benefits

- Wage: \$64,000 annually
- Benefits: Medical and dental coverage (after 3-month probation), pension plan

To apply, submit a copy of your resume to the Band Office (135 Joseph Street, Vanderhoof, BC) or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include the position title in the subject line.

We thank everyone for their interest;  
however, only those selected for an interview will be contacted.