



VOLUNTEER FIRE CHIEF

Sayward Volunteer Fire & Rescue (SVFR) Department
Serving the community of Sayward

POSTING NO: 2026-27

POSTING DATE: July 3, 2026

POSTING EXPIRY DATE: July 24, 2026, at 4:00 p.m.

COMPENSATION: \$700 monthly stipend

The Strathcona Regional District is seeking a Volunteer Fire Chief to provide leadership and direction for the SVFR. The Fire Chief oversees fire suppression operations, training and member development, fire prevention activities, legislative and regulatory compliance, emergency response readiness.

WHAT YOU'LL DO

Leadership & Administration

- Foster a positive and safety-focused department culture
- Recruit, retain and support volunteer firefighters
- Maintain personnel records and staffing levels

Operations

- Serve as Incident Commander during emergencies
- Develop operational policies and procedures
- Ensure compliance with fire service standards

Training & Safety

- Lead occupational health and safety initiatives
- Ensure ongoing training and competency development
- Maintain WorkSafeBC compliance and standards



990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca

Equipment & Assets

- Oversee apparatus inspections and maintenance
- Maintain records required by legislation and standards

QUALIFICATIONS

Required Experience

- Minimum 10 years in the fire service
- Minimum 5 years in a senior fire officer role
- Volunteer fire service experience preferred

Required Certifications

- Fire Officer I (or willingness to obtain within 12 months)
- Incident Command System 300
- First Responder certification (higher level preferred)
- Class 3 BC Driver's Licence with Air Brake Endorsement

Residence Requirement

- Applicants must reside within the Sayward Volunteer Fire & Rescue service area at the time of appointment and maintain residency within the service area for the duration of their tenure as Fire Chief.

WHY JOIN US?

- Lead a dedicated volunteer team serving two fire halls
- Make a meaningful impact in the Sayward Community
- Receive support from the SRD administration

See attached Job Description for more details.

HOW TO APPLY

**Submit your application through the SRD Career Portal quoting Posting #2026-27.
Applications close July 24, 2026 at 4:00 p.m**

We thank all applicants for their interest, and we will contact only those selected for an interview. The successful candidate will be required to complete a satisfactory review through the Criminal Records Review Program as a condition of employment.



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Sayward Fire Chief

JOB SUMMARY

Reporting to the Manager of Emergency Services, the Sayward Fire Chief is responsible for organizing and directing the Sayward Volunteer Fire & Rescue (SVFR) Department to ensure that loss of life, property or injury, because of an emergency incident, is prevented and/or minimized. The Fire Chief oversees the administration, direction, and control of all aspects of the fire department, including fire suppression, training, and fire prevention and activities, ensuring compliance with legislated statutes. This position is on-call and may require long hours during emergencies. Evening meetings, open houses and training are regular features of this role.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides strong leadership and fosters a welcoming culture that prioritizes member safety, community protection, and professionalism, inspiring pride and confidence in the team.
- Oversees volunteer firefighter recruitment, ensuring staffing levels at two fire halls, and manages performance and personnel records to support a strong volunteer service.
- Develops and maintains policy and operating guidelines which ensure effective response and safe working conditions
- Ensures that the maintenance and inspections of department apparatus and equipment meet relevant regulations and standards while maintaining accurate records.
- Fulfills the role of Incident Commander at fire, rescue, and medical emergencies to ensure safe and effective outcomes
- Participates in the on-call duty rotation as required
- Oversees the department's occupational health and safety program in accordance with WorkSafeBC requirements
- In consultation with corporate staff, develops operations and capital budgets. Approves and monitors expenditures, ensuring alignment within budgetary limits.
- Liaise with public safety partners, including BCAS and the RCMP.

REQUIRED EDUCATION AND EXPERIENCE (or equivalent combination)

- Fire Officer 1 or willingness to attain within the first 12 months of employment.
- 10 (ten) years of experience in the Fire Service, with at least 5 (five) years as a Senior Fire Officer, preferably in a volunteer department.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid First Responder certification (higher certification preferred).
- Valid Class 3 BC Driver's License with air endorsement; satisfactory driver's abstract required.
- Incident Command System Level 300.



PREFERRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Fire Officer 2 preferred.
- Incident Command System Level 400 preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Satisfactory criminal record and vulnerable sector check
- Demonstrated ability to plan, organize, implement, and problem-solve effectively
- Ability to influence and collaborate effectively with a volunteer firefighter service
- Strong leadership, cultural awareness and sensitivity skills, and the ability to maintain flexibility and conduct oneself with consistency and fairness
- Sound knowledge of the acts, regulations and standards governing the activities of the fire service
- Professional communication skills
- A commitment to service excellence and the ability to deal effectively with people in demanding situations
- Effective written communication, public relations and public speaking skills
- Proficient computer skills, including Microsoft Office suite

RESIDENCE REQUIREMENT

Applicants must reside within the Sayward Volunteer Fire & Rescue service area at the time of appointment and maintain residency within the service area for the duration of their tenure as Fire Chief.