



# VILLAGE OF HAINES JUNCTION

## Job Description

<b>PROTECTIVE SERVICES MANAGER</b>	<b>Department:</b> Public Works
	<b>Employee Group:</b> Non-Union
	<b>Date Completed:</b> August 28, 2025
<b>Supervisor:</b> Chief Administrative Officer (CAO)	<b>Approved By:</b> CAO

### General Summary

Reporting to the Chief Administrative Officer, this position is a key member of the management team responsible for the management and operations of the Village of Haines Junction's Volunteer Fire Department, Bylaw Enforcement Department, the planning, organizing, and directing of emergency services, coordination of FireSmarting activities, and animal control. The manager is also responsible for life safety, harm prevention and property protection programs for the Village of Haines Junction, and all other related non-emergency activities. The manager will ensure that related policies and procedures are developed in accordance with municipal bylaws and federal and territorial legislation.

This position will act as coordinator for the development and implementation of training strategies and plans that enhance the capacity of all Village staff and affiliated volunteers to fulfill their responsibilities in a safe, capable and professional manner.

In addition, responsibilities include providing financial and human resource management, and performs other related duties.

### Duties and Responsibilities - include but are not limited to the following:

1. Provides leadership, guidance and supervision to the team by:
  - overseeing the planning, implementation, maintenance, and evaluation of programs and services, including fire protection, firesmarting, emergency measures, and bylaw services
  - developing, presenting, interpreting, recommending, and enforcing legislation and policy, including the National Fire Prevention Act and Regulations, the National Fire and Building code of Canada and other legislation, bylaws, policies and programs including the Fire Department Bylaw and Standard Operating Procedures
  - advising the Village of fire suppression, fire prevention, fire inspections, public education, pre-emergency planning, hazardous materials, rescue responses, investigation services, dispatch services, training activities, mutual aid agreements, and wildlife abatement
  - responding to structural and vehicle fires, assisting Wildland Fire Management with forest fires, and attending at accidents and other scenes
  - assuming overall command of an emergency scene under the control of the volunteer fire department

- preparing and evaluating tenders, hiring, directing, monitoring, and evaluating contractors such as FireSmart
  - preparing, administering, and evaluating departmental budgets that link to annual work plans and performance outcomes for all staff
  - participating in the recruitment and staffing of positions, in collaboration with the CAO and/or other management team members
  - coordinating orientation and training and implementing practices and training as required
  - supervising, training, motivating, and evaluating staff
  - assigning and reviewing work
  - managing performance and providing feedback and completing performance evaluations.
  - establishing work priorities and standards
  - ensuring that all workers' compensation and Health and Safety obligations are met within this position's scope of influence
  - developing workplans and schedules
  - ensuring monthly and annual reports to Council are completed
  - overseeing and controlling the departmental safety program and undertaking animal control duties.
2. Liaises with the management team and CAO to determine growth projections which may affect human resources and financial allocations by:
- Analyzing and assessing proposals and projects of the staff against budget and deadlines.
  - Efficiently engaging and utilizing all personnel, materials, and equipment to their highest capacity in accordance with municipal policies, procedures and regulations.
  - Overseeing and participating in the development and administration of long-term and annual operating and capital budgets, tracking budgets and forecasting resources needed for staffing, equipment, materials, and supplies for approval by the CAO and/or Treasurer.
3. Assigns and oversees the work of contractors and/or consultants such as FireSmart by:
- providing detailed requirements and preparing relevant reference materials.
  - monitoring the work of contractors against the contract requirements, reporting on contractor output performance, and advising on procurement needs to ensure the municipality provides timely responses and meets client user needs.
  - preparing or directing the preparation of tender documents, request for proposals and contracts, which describes specific work to be done on the project.
  - reviewing, monitoring, and evaluating work in progress on a regular basis.
  - processing contractors' invoices, confirming completion of services and approving contracts and invoices as per delegated authority.
4. Works closely with the community to increase their level of fire safety awareness in order to prevent fires and accidents from occurring.
5. Communicates with and maintains good working relationships with other levels of government.
6. Identifies, liaises, collaborates, and develops relationships with the Yukon Emergency Measures Organization, Fire and Life Safety, Wildland Fire Management, Yukon Energy, Mines and Resources, Yukon Conservation Officer Services, Yukon Emergency Medical Services, Royal Canadian Mounted Police, and other related agencies.

7. Actively supports policy, procedure and by-law development, implementation, and management.
8. Operates, maintains, and monitors conditions of the Fire Hall's apparatus and equipment as well as compiles statistics and prepares and maintains accurate reports and records.
9. Maintains an inventory of supplies, orders and purchase replacements in a timely fashion, in accordance with procurement processes.
10. Follows established safety procedures and standards so far as is reasonably practicable.
11. Performs operating as well as administrative roles, as required.

## **POSITION REQUIREMENTS**

### **Qualifications**

#### **Education and Experience:**

Completion of a two to three year technical or community college certificate or diploma in Fire and Emergency Service training and Emergency Measures training.

Completion of NFPA Firefighter training and certification based on legislation and timelines including NFPA 1001 Level 2; NFPA 1002; NFPA 1006, Hazmat (NFPA472), NFPA 1021 Level 2; NFPA 1031 Level 1 (Pumper Operator), NFPA 1041 Level 1, Emergency Medical Technician (EMT).

Considerable experience working in a managerial position, preferably in a municipal environment. Experience operating equipment and emergency radios are required. Proficient in MS Office (Outlook, Word and Excel). Supervisory training and/or experience is required. Budgetary, project management, and risk mitigation experience would be an asset.

An equivalent combination of education, training, and experience may be considered.

#### **Knowledge, Skills, Ability**

- Knowledge of firefighting training programs
- Knowledge of firefighting techniques and methods
- Knowledge of command and control techniques
- Knowledge of investigation and evidence gathering techniques
- Knowledge of firefighting public education and awareness programs
- Knowledge of emergency response techniques
- Knowledge of crowd control techniques
- Knowledge of emergency procedures, First Aid and CPR
- Sound knowledge and the ability to follow and enforce safety procedures, protocols, rules and regulations.
- Ability to effectively use computer applications
- Ability to operate fire fighting equipment, emergency radios, emergency communication systems, fire trucks and pumper trucks
- Ability to set priorities and ability to manage multiple tasks
- Ability to maintain confidentiality
- Ability to work outside in various weather conditions
- Excellent supervisory and leadership skills

- Conflict management and mediation skills
- Strong verbal and written communication skills
- Proactive, consensus building, and results-oriented management style
- Strong time management
- Excellent work ethic, collaborative, flexibility, and adaptability
- Self-motivated
- Strong critical thinking and problem-solving skills
- Enjoys accepting new challenges and learning new things

### **Additional Information:**

#### **Job Requirements:**

- Ability to work in both an office/firehall setting and in disagreeable conditions such as dust/dirt, unpleasant and dangerous conditions at a fire or at an emergency scene
- Willing and able to undertake fire practices one evening every two weeks, or as required.
- Ability to handle and lift objects up to 50 lbs.
- Willing and able to work in varying weather conditions
- Willing to properly use all appropriate equipment and wear firefighting personal protective equipment (PPE).

#### **Working conditions:**

##### **Mental Effort:**

Very high levels of mental and emotional stress may be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury, and property. The incumbent will be exposed to environments that are dangerous, busy and noisy, and will require excellent organizational, time, and stress management skills to complete the required tasks. This position will manage a number of people and projects at one time and may be interrupted frequently to meet the needs and requests of residents.

##### **Physical Effort:**

The incumbent may be involved in physically draining and exhausting activities. They will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The incumbent will regularly be exposed to water in extreme weather conditions. They will be exposed to noxious smoke and fumes as a result of fire. General working conditions are typical of an office environment, although extreme weather and hazardous environments may be encountered during emergencies.

#### **Conditions of Employment:**

- Valid Yukon Class 5 driver's license (upon hire) and must provide a clean driver's abstract
- Valid Yukon Class 3A driver's license with air brake endorsement (must be obtained within 6 months of hire)
- Vulnerable Sector RCMP security clearance
- Standard First Aid/CPR and Automated Electronic Defibrillator (AED)

- TB screening
- WHMIS training
- Annual medical clearance
- Maintain a level of physical fitness necessary to carry out all the duties of a firefighter
- Must maintain a high degree of confidentiality at all times
- Willing to take training including relevant safety training
- Willing to work weekends, evenings, and holidays, and provide on-call coverage as required.
- Willing to participate in after-hours and weekend on-call/standby/overtime

**Signature:**

**Chief Administrative Officer (or designate):** I approve this job description as being representative of the work required to be performed and confirm that the necessary authorities have been delegated to the position.

Signature: 

Date: *August 28, 2025*