

JOB POSTING



Title:	Director, Bylaws and Protective Services
Office(s):	Community and Social Development
Wage Scale:	Dependent on qualifications and experiences
Benefits:	As per Band Policy
Reports To:	Band Manager

POTENTIAL START DATE: JANUARY 16, 2023 OR AS SOON AS POSSIBLE

POSITION SUMMARY:

The Cook's Ferry Indian Band has an opening for new position of Manager, Protective and Bylaw Services. The position has two key areas of responsibility.

Protection and Fire Services: The individual is the senior manager and develops, directs, and supervises effective fire prevention and fire suppression operations designed to protect band residents and property from fire loss and damage and done so in compliance with Underwriters insurance and the British Columbia Structure Firefighter Minimum Training Standards (formerly called the "Playbook"). The direct responsibility for Department management for those Reserves in and in proximity of Spences Bridge and provides a support and oversight of the Fire Services Agreements between the Band and the City of Merritt and the Spences Bridge Improvement District.

As such has the added responsible for the enforcement of the Fire Service Act of British Columbia, British Columbia Fire Code Regulations, the Cook's Ferry Indian Band's Fire Protection and Control Bylaw and has a working knowledge of BC Building Code of British Columbia. He/she provides planning and policy direction in administering of all the resources required to supply preventive and emergency services to the citizens and property owners where they pertain to the prevention, investigation and suppression of fire and training of fire personnel, and when called upon is the Band's Emergency Operations Centre Manager in the times of emergencies.

1. **By law Enforcement Services:** The individual is the senior manager for the education of bylaws and when appropriate for the investigation of complaints with respect to alleged infractions involving regulatory bylaws and undertakes appropriate action to gain compliance by negotiation, Council, or Court.

This position emphasizes public education and relations through providing information and assistance to the public, carrying out regular patrols, gathering evidence and preparing all documentation necessary for effective enforcement of bylaws, using dispute resolution strategies and mediation where appropriate. In particular the individual supervises and delivers on the Band's bylaw enforcement program including the delivery of services as the Band's Animal Control Warden.

DUTIES AND RESPONSIBILITIES:

Bylaw Enforcement:

- Plans, directs, and coordinates all functions related to bylaw enforcement, and relevant Provincial and Federal Acts.
- Receives, attends to, and investigates complaints of alleged bylaw infractions and acts accordingly
- Liaises with the Police, Courts, and Crown Counsel on matters involving bylaws and infractions and enforcement thereof.
- Prepares any necessary Court documents and files and prosecutes and/or gives evidence in Court of bylaw infractions on behalf of the Cook's Ferry Indian Ban, including preparation of and/or serving documents on behalf of the Band.
- Liaises with the Finance Office to ensure effective and accurate billing, collection and reporting of tickets, licenses and fees.
- Supervises animal control officers and in their absence preforms such duties.
- Develops and recommends appropriate council committee, bylaws, policies, and procedures.

Protective Services:

- Plans, organizes, directs and coordinates the Band’s fire/rescue programs and is responsible for achieving strategic, financial, and operating goals, and for ensuring that the Protective Services division operates in accordance with policies established by the Cook’s Ferry Indian Band, BC Fire Code Regulations, and the Fire Services Act.
- Develops strategies, alliances and partnerships with stakeholders and interest groups to meet the goals of the Fire Services and the needs of the community.
- Organizes and administers a program of fire prevention and inspection.
- Organizes and coordinates training programs for fire prevention and fire fighting for volunteer fire fighters, industrial and business groups, Band officials, youth and public groups.
- Administers mutual aid fire fighting agreements, as required.
- Prepares and submits to Band Manager the annual capital and operating budget for the Protective and Bylaw Services Office.
- Coordinates emergency planning with the INAC and Provincial Emergency Program and Band Officials.
- In conformance with legislative requirements, recommends amendments to the emergency plan and community safety plan that anticipates potential emergencies and provides appropriate responses.
- Recruits volunteers and develops training programs to prepare for potential emergencies including the provision of emergency social services.
- Recommends the procurement of equipment and supplies and ensures that such material is in state of readiness.

Safety Services:

- Provides oversight of the Band’s Community Safety Plan
- Coordinates and provides oversight to the conformance to the Band’s Occupational Health and Safety Plan including chairing the committee.

Fire and Emergency Services

- The incumbent acts as Incident Commander for emergencies and natural disasters and responds to other emergency incidents as required. Ensures that an effective maintenance program is in place regarding fire services equipment, vehicles and buildings.
- Provides leadership and overall management coordination for the Band’s Emergency Operation Centre. Establish the appropriate staffing level for the Emergency Operation Centre and continuously monitor organizational effectiveness. Organize and ensure training for the Emergency Operation Centre team is current. Set priorities for response efforts.
- Approve firefighter training, attendance at seminars, conferences, etc.

General Administration:

- Takes responsibility for the orientation, performance review and development of staff
- Ensures employees and volunteers are in compliance with policies and procedures
- Prepares and maintains records and statistics for all functions.
- Writes proposals to secure funding or develop programs and conversely complete follow up reports as required.
- Participates in various community support, council and committee meetings
- Keeps the Band Manager, Chief and Council informed of sensitive and important issues and events.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**Bylaw Enforcement:**

- Courses from the Justice Institute of BC related to criminology, investigative and conflict resolution skills (e.g., Bylaw Investigative Skills 1 and 2) or the immediate ability to enter and pass such courses.
- Minimum of 2 years’ directly related experience in the enforcement of bylaws whether municipal or Indigenous government and or a combination of knowledge and experience in other investigative fields. An equivalent of education and experience may be considered.
- Proven ability to analyse, comprehend, and interpret laws and regulations from an enforcement perspective.

Protective Services:

- Fire Officer 2 certification or registered in accredited program or equivalent experience
- Emergency Scene Management certification
- Blue Card Command qualified and Medical First Responder licenses
- Experience in all areas of fire service provision including fire suppression, technical rescue and medical first responder, and five (5) years in a leadership capacity
- Knowledge of Fire Services Act and experience in emergency management, and understanding of the BC Emergency Management System

APPLICATION PROCEDURE:

Please Submit a resume by Tuesday, February 28, 2023 to:

Boyd Clark, Acting Band Manager

Cooks Ferry Indian Band

PO Box 130, 3691 Deer Lane

Spences Bridge, BC V0K 2L0

E-Mail: acting.manager@cooksferry.ca

We thank all applicants for their interest; however, only short-listed candidates will be contacted.