



JOB DESCRIPTION
Risk Management Officer
EXEMPT - Regular/Part Time



Effective as of October, 2017

1. Role

The Risk Management Officer will be responsible for the ensuring compliance with the Structural Firefighters' Competency and Training Playbook, assisting in the delivery of fire prevention programmes and contributing to the efficient overall operation of Golden Fire Rescue.

2. Nature and Scope of Work

Reporting to the Fire Chief, this is an administrative and operational position responsible for:

- Contributing to the creation, implementation and maintenance of a training regime.
- Fire department records management.
- Bylaw, policy & operational guideline implementation.
- Ensuring departmental adherence to applicable regulations & standards.
- Contributing to the safe & effective operation of the fire department in all respects.
- The position demands excellent administrative skills in several aspects of operating within a progressive public safety agency.

3. Duties and Responsibilities

- Assist in developing policies, procedures, and operational guidelines.
- Develop training content, scheduling, and electronic record management.
- Partake in inspections of all public/commercial buildings in the Town of Golden.
- Assist in data base development and maintenance for pre-fire planning with in the Town of Golden.
- Assist in analyzing and addressing all aspects of risk management for the department.
- Act as a positive role model for others in the fire department.
- Participate in emergency responses and training events as a member of Golden Fire Rescue.
- Perform other duties as assigned.

Coordinate activities of the fire department including:

- Re-certifications of Fire Fighters;
- Administration of written and practical evaluation sessions;
- Tracking attendance of department members at training sessions and emergency responses;

4. Supervision

The position is supervised by the Fire Chief.

5. Preferred Minimum Qualifications and Desirable Skills

Education and Experience

- B.C. Firefighter Level 1
- First Responder Provider – Level 3, spinal and AED endorsements
- Incident Command Training System Level I-100
- Fire Service Inspector Level One
- Fire Service Instructor Level One
- Fire Service Evaluator
- Valid B.C. Drivers licence, minimum Class 5 with air brake endorsement

Specific Skills

- Robust computer skills with the ability to create reports, manipulate databases and spreadsheets.
- High level of fitness which should be maintained to reduce the risk of injury and to set an example for others.
- Significant experience with a fire department including duties in fire suppression, volunteer/employee relations, training, workplace safety, and communications.

6. Remuneration

Salary is commensurate with education, experience, and subject to an approved employment contract.

This Job Description is hereby approved under the terms and conditions stated above as of this 17th day of October, 2017.



Dave Balding, Fire Chief
Golden Fire Rescue