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Opportunity



Director of Protective Services



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ABOUT US: TOWN OF CRESTON

The Town of Creston, (www.creston.ca) is a vibrant small town located **on the unceded traditional territory of the Yaqan Nukiy within the Ktunaxa Nations**. Nestled between the Selkirk and Purcell mountain ranges, it is the largest community in the Creston Valley, with a population of approximately 6,200 (BC Stats, 2024) and serves as the economic hub to nearly 15,000 people who call the Creston Valley / Kootenay Lake area home.

Creston's economy is diverse, with a mix of industries such as health care, manufacturing, agriculture, forestry, retail, and tourism. The region is known for its fruit production, including apples, cherries, and peaches. It has a growing wine industry with four new wineries developed over the past decade.

The natural environment is a vital part of Creston's identity and supports the community's health, economy, and livability. The town offers a significant number of parks, trails, and recreational facilities, including the Creston and District Community Complex, which provides a range of activities for residents and visitors, including swimming, skating, and fitness classes.

The Town is near the Creston Valley Wildlife Management Area, a world-renowned wetland complex that provides habitat for a wide range of bird and wildlife species.

In addition to its natural beauty, Creston has a vibrant arts and culture scene, featuring multiple festivals and events throughout the year, including the Creston Valley Blossom Festival, the Creston Valley Fall Fair, and the Creston Valley Farmers' Market. These

events, coupled with the town's diverse economy, bolsters a strong sense of community and a high quality of life for residents and visitors alike.

Recognizing the unlimited potential of this vibrant, can-do community and the importance of hiring top level municipal leaders to achieve strategic corporate goals and objectives, the Town is looking to attract an accomplished executive as Director of Finance to lead their community through their next phase of growth and development.

Get a glimpse of life in Creston through this virtual tour: <https://youtu.be/b96NJeUjwnM>

POSITION SUMMARY: DIRECTOR OF PROTECTIVE SERVICES

The Protective Services Division exists to ensure the safety and security of the community by proactively reducing risks, responding rapidly to emergencies, and fostering a resilient environment through excellence in fire and rescue services, emergency management, climate readiness, public safety education, and regulatory compliance.

The Director of Protective Services provides strategic leadership, direction, and oversight for the Town of Creston's Protective Services Division. The position is responsible for ensuring the safety, security, and resilience of the community through the effective delivery of fire and rescue services, emergency management, climate readiness initiatives, fire code enforcement, public safety education, and related protective service functions. The role combines organizational leadership with operational oversight and serves as a key member of the Town's senior leadership team.

The Director ensures that Protective Services programs align with Council priorities, corporate strategic objectives, applicable legislation, professional standards, and approved Level of Service policies. The position supports a proactive approach to risk reduction, emergency preparedness, public safety, and organizational excellence.

KEY JOB DUTIES:

Strategic Leadership

- Provides overall leadership and management of the Protective Services Division.
- Develops and implements divisional strategic plans, business plans, policies, and objectives.

- Participates as a member of the Town's senior leadership team and contributes to corporate planning and organizational initiatives.
- Leads continuous improvement efforts consistent with the Town's Service Excellence Initiative and Level of Service framework.
- Advises the CAO and Council on protective services matters, emerging risks, regulatory changes, and service enhancements.

Fire and Rescue Services

- Provides overall direction and oversight of fire suppression, rescue operations, fire prevention, fire investigation, hazardous materials response, training, and public education programs.
- Ensures compliance with applicable legislation, industry standards, and departmental policies.
- Oversees apparatus replacement planning, facility management, workforce development, and operational readiness.
- Directs the implementation of approved Fire Service Master Plan recommendations and service improvements.
- Ensures the fire service meets established operational, training, and safety standards.

Emergency Management

- Leads the municipality's emergency management program, including mitigation, preparedness, response, and recovery activities.
- Serves in a senior leadership role during Emergency Operations Centre (EOC) activations.
- Oversees development and maintenance of emergency plans, exercises, continuity planning, and emergency communications processes.
- Builds collaborative relationships with external agencies, emergency responders, regional partners, and provincial authorities.

Climate Readiness and Community Resilience

- Leads organizational climate adaptation and resilience initiatives.
- Identifies climate-related risks and develops strategies to mitigate impacts on municipal services and infrastructure.
- Collaborates across departments to support sustainability and community resilience objectives.



- Pursues grant funding and partnership opportunities related to climate preparedness and emergency resilience.

Regulatory and Public Safety Services

- Provides oversight of fire code enforcement activities and related regulatory functions.
- Directs public safety education and risk reduction programs.
- Supports development of policies, bylaws, procedures, and standards related to protective services.
- Ensures consistent application of legislative and regulatory requirements.

Financial Management

- Develops and administers the Protective Services operating and capital budgets.
- Monitors expenditures and ensures responsible stewardship of municipal resources.
- Prepares budget submissions, business cases, reports, and funding applications.
- Identifies opportunities for operational efficiencies and service improvements.

People Leadership

- Leads, coaches, mentors, and develops divisional staff and volunteer members.
- Oversees workforce planning, succession planning, recruitment, performance management, training, and employee development.
- Promotes a respectful, safe, and high-performing workplace culture.
- Ensures compliance with collective agreements, employment legislation, and occupational health and safety requirements.

Governance and Reporting

- Prepares reports, recommendations, policies, and presentations for Council and senior management.
- Monitors service levels, performance indicators, operational statistics, and strategic objectives.
- Ensures transparent and accurate reporting of departmental activities, outcomes, and risks.
- Supports implementation of Council-approved policies and strategic priorities.

Contacts

The Director routinely collaborates with:

- Mayor and Council
- Chief Administrative Officer
- Senior Leadership Team
- Regional District of Central Kootenay
- Lower Kootenay Band
- BC Wildfire Service
- Emergency Management and Climate Readiness (EMCR)
- RCMP
- BC Emergency Health Services
- Community organizations and stakeholders
- Other regulatory and provincial agencies.



QUALIFICATIONS

Education

- Bachelor's degree in public administration, emergency management, fire protection, fire service administration, business administration, leadership, or a related field; a master's degree in one of these disciplines is preferred. An equivalent combination of education, training, and experience may be considered.

Experience

- Minimum 7-10 years of progressively responsible leadership experience in fire services, emergency management, public safety, or a related municipal environment.
- Demonstrated experience leading complex operations, managing budgets, and supervising staff.
- Experience working with elected officials, government agencies, and community stakeholders.

Knowledge, Skills and Abilities

- Strong strategic planning and organizational leadership skills.
- Extensive knowledge of fire service operations, emergency management, and public safety practices.
- Ability to build collaborative relationships and partnerships.

- Strong political and organizational awareness.
- Excellent verbal and written communication skills.
- Sound judgment and decision-making under pressure.
- Strong financial and project management capabilities.
- Ability to lead change and foster a culture of continuous improvement.
- Ability to manage multiple priorities in a complex municipal environment.

Certifications and Licences

Candidates must hold, or be eligible to obtain within a reasonable period as approved by the Town, the following certifications and licences:

- BC Class 3 Drivers License (or equivalent transferable to BC)
- NFPA 1001 Professional Qualifications for Fire Fighter – Level II
- NFPA 1041 Fire Service Instructor – Level 1
- NFPA 1021 Standard for Fire Officer Qualifications – Level III
- NFPA 1031 Fire Inspector – Level I
- NFPA 1521 Incident Safety Officer
- First Responder Level III with endorsements
- JIBC Emergency Management Certificates (foundational and core courses) or equivalent
- BCERMS ICS 300

Preference may be given to candidates who possess one or more of the following additional certifications, designations, or advanced training:

- NFPA 1021 Standard for Fire Officer Qualifications – Level IV
- NFPA 1041 Fire Service Instructor – Level II
- NFPA 1033 Standard for Professional Qualifications for Fire Investigator
- NFPA 1031 Fire Inspector – Level II
- JIBC Associate Certificate in Emergency Management (or equivalent)
- BCERMS ICS 400
- Fire Service Executive Development training.
- Local Government Administration, leadership, or executive management certifications.

WORKING CONDITIONS

- Work is primarily office-based, with regular field visits and attendance at emergency incidents as required.
- Requires participation in after-hours meetings, emergency response activities, Emergency Operations Centre activations, and rotational on-call duty officer coverage.
- Requires occasional travel for meetings, conferences, training, and inter-agency coordination.
- May involve work in adverse weather, emergency scenes, or other environments where moderate risk is present and planned safety precautions are required.
- Requires mental alertness, sound judgment, and sustained visual and auditory concentration to support safe and effective decision-making.
- Requires sufficient physical ability to perform fire service leadership and emergency response support duties, including normal vision and hearing with or without correction.

Staff Supervision Responsibilities

- Provides direct or overall supervision for six full-time staff, including: one Assistant Fire Chief;
 - two Fire Services Support Coordinators/Captains;
 - one Administrative Assistant;
 - one Emergency Management Coordinator; and
 - one FireSmart Coordinator.
- Provides overall supervision and leadership for six full-time Work Experience Program Firefighters.
- Provides overall leadership and oversight for more than 50 paid on-call firefighters operating from four fire stations.

HOW TO APPLY

This is a unique opportunity to become part of the vibrant future of the Town of Creston. Are you self-motivated, enjoy both responsibility and accountability, and ready for the challenges facing this sought-after financial leadership role?

For more information, please call Grant C. Smith CHRP at (604) 806-7715 or to apply for this position, forward your resume quoting assignment CDPS in Microsoft Word format to: grantsmith@waterhousesearch.com

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

The Town of Creston is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

