



Deputy Fire Chief Job Description

NATURE AND SCOPE OF WORK:

Reporting to the Fire Chief, the Deputy Fire Chief is a key lead in the administration, direction, and control of all aspects of the Fire Department including fire suppression, training, and fire prevention activities ensuring compliance with legislated codes and City bylaws and policies. This position is required to be on-call and may be required to work long hours during emergency situations. Evening meetings, open houses, and training are regular features of this role. The position oversees the training programs and records management system, the replacement of equipment and personal protective equipment, and the completeness of incident and apparatus response records.

DUTIES AND RESPONSIBILITIES:

The key accountabilities of the Deputy Fire Chief role include:

- Fulfills the role of Chief Training Officer if no person is so appointed by the Fire Chief
- Ensures training program meets the requirements of the BC Structure Firefighter Minimum Training Standards
- Serves as Incident Commander in accordance with operational guidelines
- Serves as Chief Officer or Incident Safety Officer at incident responses, as required
- Ensures the completeness of incident response records
- Serves as the on-call Department Duty Officer within a rotation schedule
- Responds to fires, and other emergency incidents, including evening and weekend response
- Provides vision, leadership, and strategic direction to firefighters in a manner that contributes to their motivation, morale, commitment, and contribution to the organization
- Oversees the Department's records management system
- Ensures apparatus and equipment repairs, maintenance, and testing are current
- Researches equipment acquisitions and manages all related repair and procurement processes
- Co-chairs the Department Safety Committee
- Oversees the Occupational Health and Safety program and its related regulatory compliance
- Assists the Fire Chief with preparing the annual budget
- Participates in Department Officer meetings as required
- Updates, communicates, and ensures adherence to operational guidelines
- Assumes the duties of Acting Fire Chief, as required
- Engages in professional development to ensure knowledge of updates, standards and regulations
- Maintains a positive, diverse, and inclusive work environment
- Builds and maintains strong working relationships with staff as well as a wide range of



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external stakeholders including Provincial ministries, regulatory agencies, consulting groups, community groups, neighbouring municipalities, committees, contract partners, and First Nations

- Builds strong working relationships with all City departments to coordinate projects and ensure information flow
- Participates as a member of the Emergency Operations Centre staff team, if necessary, in the event of an emergency

Chief Training Officer Duties:

- Assess, monitor, and plan for the training of all members to meet the declared Service Level requirements
- Create an Annual Training Plan
- Manage the Recruit Firefighter training program
- Schedule training on a monthly basis in consultation with the Captains
- Liaise with external training providers
- Develop internal trainers and evaluators
- Schedule formal training courses, sessions, and evaluations
- Support Captains in creation of their weekly training plans
- Provide instruction and evaluations where necessary
- Review weekly training reports for completeness
- Ensure training data is recorded as per operational guidelines
- Compile periodic training reports as required by the Fire Chief
- Compile an Annual Training Report as directed by the Fire Chief
- Provide mentoring for Captains on training related issues
- Ensure adherence to training operational guidelines
- Acquire and manage training resource materials (electronic and physical)

SELECTION CRITERIA

The ideal candidate will have the following qualifications, experience, and training:

- 7 years as a Senior Fire Officer or above, composite fire department experience is an asset
- Fire Service Instructor level 2
- NFPA 1031 Fire Inspector (level 1) training through an accredited institution
- NFPA Fire Officer III, completion of Fire Officer IV is desirable
- First Responder Level 3 (or ability to be certified within 3 months of hiring)



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- ICS 300, ICS 400 preferred
- NFPA 1033 Level 1 Fire Investigator would be an asset
- Strong verbal presentation skills
- Past experience building a positive, diverse, and inclusive work environment
- Strong computer skills, including the ability to produce high-quality and concise reports and plans
- Valid BC Class 3 Driver's Licence with air brake endorsement and satisfactory driver's abstract
- Satisfactory criminal record check including vulnerable sector check