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## DEPUTY FIRE CHIEF

The City of Duncan invites applications for the exempt, full-time permanent position of Deputy Fire Chief at the Duncan Fire Department.

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful, walkable, compact downtown blocks lined with 40 world-renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, world class trails, cultural amenities, and all forms of indoor recreation. This compact city of 5,000 people aims to be one of the most livable small cities in Canada, proudly serving as the economic and cultural heart of the Cowichan Valley, a region with a population of over 80,000. Located in the traditional territory of Cowichan Tribes, Duncan seeks to be welcoming, diverse, creative, environmentally sustainable, and resilient.

The Department currently has a permanent full time Fire Chief leading a team of paid-on-call firefighters. This Deputy Fire Chief posting introduces the first permanent full-time Deputy position. In addition to the City of Duncan's jurisdiction, the Department serves two contract service areas: the Cowichan Tribes – Somena Village and Duncan mall areas, and the Cowichan Valley Regional District – Eagle Heights area, and participates in a mutual aid agreement with other jurisdictions in the Cowichan Valley.

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.

**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)
- 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

This excluded position offers an annual wage of \$100,000 to \$110,000 depending on the successful candidate's qualifications and experience. A detailed job description is available on the City of Duncan website ([www.duncan.ca](http://www.duncan.ca)).

Qualified applicants are invited to submit a detailed cover letter (including date available to start) and resume containing full details of education, training, and experience to the attention of Human Resources, City of Duncan, 200 Craig Street, Duncan, BC, V9L 1W3 or by email to [hr@duncan.ca](mailto:hr@duncan.ca). Consideration of applications will begin on January 20, 2025; however, applications will be accepted until the position is filled.

Shortlisted candidates may be required to complete standardized tests or exercises to demonstrate their applicable skills and knowledge.

*We thank all applicants but only those being considered for interviews will be contacted.*