

EXEMPT JOB DESCRIPTION - DEPUTY FIRE CHIEF – Training & Operations



JOB TITLE: Deputy Fire Chief – Training & Operations
PAYGRADE: EXEMPT
REPORTS TO: Fire Chief

NATURE AND SCOPE OF WORK:

This management position reports to the Fire Chief and is responsible for ensuring the day-to-day operational and administrative excellence of the department. Duties include rotational responsibilities within the divisional areas of: operations, administration, safety & health, equipment and facilities, prevention/education, and training. The Deputy Chief is responsible for direct oversight and direction of all Paid on Call and career staff. Other responsibilities will be assigned from time to time as required.

Ensures the direction of Council, the CAO and the Fire Chief are followed. Provides continuous and innovative solutions to enhance effectiveness while maintaining the highest level of efficiency. Ensures that alternative solutions are always explored and that financial considerations are always analyzed.

Key Responsibility Areas:

Provides leadership, supervision and direction to the POC volunteers and other career department staff, including hiring and performance evaluation. Establishes and monitors organizational strategies and outcomes. Plans, assigns, supervises (including hiring and disciplinary action) and checks the work of subordinate staff engaged in providing services to the department. May be asked to participate in labour relations matters including acting as a member of the bargaining committee.

This position will oversee and deliver training to POC volunteers, career and probationary firefighters. Follows provincial legislation, City bylaws and policies, and maintains compliance by providing continued training and education of department staff and POC volunteers. Researches and recommends educational opportunities and content, coordinates and participates in training programs, provides support to instructors and evaluates effectiveness of a variety of fire and life safety programs.

Ensures that all departmental work and operations are in compliance with relevant WorkSafe regulations and other government or industry standards, including Operational Guidelines (OG's), City Policies and Collective Agreements as applicable. Maintains current knowledge and practice with changing local and industry conditions, best practices and technological change. Reviews, analyzes and, if necessary, updates policies, practices, and OG's.

Maintains operational performance standards by ensuring the effective delivery of fire and rescue operations. Establishes adherence reviews and compliance procedures for all applicable regulations and standards. Maintain quality assurance through Peer Audit processes.

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Analyzes operational and divisional performance to ensure procedures optimize productivity and meet established requirements and legislation

Establishes, maintains and administers Fire Code and Bylaw enforcement requirements. Establishes and manages procedural requirements for the undertaking of fire investigations, ensuring they meet all regulatory, legal and industry standard expectations.

Ensures operational capability through ongoing equipment and apparatus procurement, maintenance, and training. Ensures use and care meets all regulatory requirements. Recommends new technologies to enhance program delivery.

Prepares and manages operational and capital budgets as requested.

Builds and maintains effective working relationships with City departments, outside agencies and emergency program participants. Participates on various committees and task forces to represent the City's and department's interests.

Must be physically and emotionally willing and capable of responding to all emergency incidents as required.

Must be prepared to work flexible and/or extended hours, often under adverse conditions, including acting as a rotational on-call duty officer and delivering training outside of business hours.

May be called upon to serve as a senior member of the City's Emergency Operations Centre and in so doing discharge the duties and responsibilities in an effective manner.

May act as media spokesperson on behalf of the department.

May be required to act as a Fire Investigator and/or Inspector as designated by the City.

May act for the Fire Chief in their absence.

Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Able to maintain a current and comprehensive understanding of industry practice, operational techniques, inspection and investigational techniques, technologies, policy directions and trends, and advances in new products and materials for future consideration.

Current knowledge, skills & abilities to industry standards in the area of training is expected.

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Proficient and certified instructor in multiple disciplines of training.

Ability to perform research activities and to develop and present detailed business case documentations to support new methods. Must be able to prepare and maintain detailed records, prepare and present comprehensive reports, correspondence and related material.

Ability to establish and maintain effective working relationships with staff, department heads, elected and appointed officials, the general public and representatives of professional, public and community groups.

Ability to plan, coordinate and supervise the work of fire and rescue personnel and support staff while at both emergency incidents and during routine duties and public events.

Ability to understand, interpret, summarize and communicate information in a highly professional manner using written, verbal and electronic formats.

Ability to analyze and develop logical and systematic courses of action, including alternatives, and to present them effectively to the Fire Chief for consideration.

Ability to work calmly under pressure and without supervision for extended periods in a highly stressful environment.

High degree of proficiency in a computerized environment.

REQUIRED TRAINING AND EXPERIENCE

A Bachelor's degree from a recognized university in business management, fire administration or public safety or other related field plus post-secondary education related to trades and/or emergency management.

Certificates: NFPA 1001, NFPA 1021, NFPA 1031, NFPA 1033, NFPA 1041, NFPA 472 Operations Level (may be considered as part of NFPA 1001 certification), Incident Command 300, Fire Service Instructor II, and First Responder License from EMA Licensing Branch.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above may be accepted at the discretion of the City.

A minimum of five to seven years of progressive experience in a broad variety of fire and rescue service roles including a minimum of 3 years at a supervisory level.

Possession of a valid Class 5 Driver's License for the Province of British Columbia with Airbrake Endorsement, or better.

Primary Residence must be within 10 minute driving time of the fire hall and will be a requirement prior to completion of the six month of start date in order to fulfill the required rotational role of operational Duty Officer.

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Approved:

Chief Administrative Officer

Date

March 2019