

	<i>Title:</i> Deputy Fire Chief	<i>Date:</i> September 2017
	<i>Department:</i> Fire	
	<i>Classification:</i> Exempt	

Nature and Scope

Reporting to the Fire Chief, the Deputy Fire Chief assists the Fire Chief in planning, organizing, coordinating and directing the operations of the Fire Department in all fire suppression and related emergency services and assists in ensuring that the department functions at an effective level within the policies approved by the Council, the requirements of municipal bylaws and the expectations of the community. The Deputy Fire Chief exercises considerable independence of judgment and action in carrying out assignments in accordance with department policies, plans and objectives.

Reporting directly to this position are the career Firefighters and the Fire Prevention Officer.

Illustrative Examples of Work

1. Assists the Fire Chief in managing the department. Assumes the duties and responsibilities of the Fire Chief in his absence.
2. Assists the Fire Chief in preparing the annual capital and operating budgets.
3. Assists in preparation of all specifications for new equipment and oversees all purchases of operations materials such as turnout gear, training and office supplies.
4. Provides administrative and technical advice to the Fire Chief on operational issues and participates in the formulation of departmental policies, procedures and operational guidelines.
5. Is designated as Duty Chief Officer in rotation with the Fire Chief and Assistant Fire Chief, which requires being on call 24 hours per day and being available to respond to all major emergencies. In addition, during the Duty Officer periods:
 - a) arranges for and directs all non-preventative maintenance repairs to buildings and equipment;
 - b) acts as a Public Information Officer for the Department and/or City;
 - c) Performs fire investigations in the absence of the Fire Prevention Officer.
6. Participates with the Fire Chief in the hiring and selection of new personnel.
7. Evaluates the work of subordinates, guides them and identifies needs for development.
8. Acts for the employer in grievance meetings, arbitration hearings and related disciplinary actions. Resolves issues arising from application of the Collective Agreement.

9. Responds to all major fires and life threatening incidents while on or off duty as required. This may involve directing operations at a major incident.
10. Coordinates staffing and payroll procedures and documentation.
11. Develops and implements operational guidelines and policy documents for approval by the Fire Chief.
12. Manages the fire prevention program, supervises fire prevention staff and participates in fire prevention and fire safety campaigns.
13. Acts as a Local Assistant to the Fire Commissioner (LAFC).
14. Maintains extensive contacts with outside agencies and the community. Attends meetings as the Department's representative and meets with citizens, citizens' groups, Federal, Provincial and Municipal Departments and other fire related agencies.

Desirable Knowledge, Training and Experience

1. Completion of Grade 12.
2. Post secondary training in business administration or a related discipline.
3. Completion of a Diploma or Certificate program in Local Government Administration, fire service management or equivalent.
4. Extensive related Fire Department experience in progressively responsible roles.
5. NFPA 1021 – Fire Officer IV
6. NFPA 1521 – Incident Safety Officer
7. NFPA 1041 – Fire Service Instructor II
8. NFPA 1033 – Fire Investigator
9. NFPA 1031 – Fire Inspector III
10. ICS 400 – Incident Command System
11. Working knowledge of computer programs such as FDM, MS Office, Word, Excel, and Powerpoint.
12. Solid working knowledge of legislation related to the fire service including the BC Building and Fire Codes.
13. Knowledge of municipal emergency management including BCERMS.
14. Experience working with senior staff and politicians.

Required Licences, Certificates and Registrations.

1. NFPA 1021 – Fire Officer III
2. Valid Class 3 Driver's License for the Province of British Columbia with air brake endorsement.