

## **DISTRICT OF CHETWYND FIRE /RESCUE**

### **Deputy Fire Chief Job Description**

#### **NATURE AND SCOPE OF WORK**

The Deputy Fire Chief will assist the Fire Chief in providing strategic direction for the Chetwynd Fire Department. They will administer departmental operations services and programs. Develops and implements policies that meet District needs for fire protection in the Chetwynd area, in compliance with relevant legislation, legislated codes and District bylaws. This position will require regular scheduled weekend work as well as time on-call as the Duty Chief and long hours during emergency situations. Evening meetings, open houses and training are regular features of this role. Travel throughout the District area is required.

#### **Key Accountabilities**

- Assists the Fire Chief in the development and implementation of fire department plans by establishing goals, objectives and strategies in consultation with stakeholders; developing, reviewing and revising plans; developing and administering capital and operating budgets; monitoring and communicating the status of fire department plan implementation.
- Maintains and administers the requirements for fleet maintenance, including repairs, insurance and record keeping.
- Assists the Fire Chief in the development of fire pre-plans and public fire prevention programs.
- May assist with conducting preliminary fire investigations and fire inspections, as required by legislation.
- Directs and supervises the overall training program, including: assigning volunteers, preparing training budgets, requisition and control of training materials, supplies and equipment.
- Prepares and maintains departmental records and reports.
- Responsible for all aspects of volunteer fire fighter staffing, including: recruitment, selection, orientation and training.
- Directs the training of volunteers engaged in firefighting activities and related equipment.
- Organizes and assumes command of firefighting and related emergency activities, as required.
- Liaises with representatives of neighbouring fire departments to ensure adequate mutual aid agreements are maintained to mitigate major emergency incidents.
- Provides support to the Fire Chief as required.
- Acts as Fire Chief in their absence.
- Builds and maintains strong working relationships with staff, as well as a wide range of external stakeholders, including: Provincial and Federal ministries, regulatory agencies, consulting groups, community groups, member municipalities and committees. In the event of an emergency situation this position will be a key member of the Emergency Operations Centre (EOC).

## **SUPERVISION RECEIVED**

Accountable to the Fire Chief

## **HEALTH & SAFETY COMPETENCY**

- Health & Safety – Demonstrates and leads by example by actively participating in Health & Safety. (Promotes health and safety and take a preventative approach to reducing the risk of workplace incidents and illness while continuously improving our safety culture).

## **REQUIRED SKILLS, QUALIFICATIONS, LICENSES, CERTIFICATIONS and REGISTRATIONS**

- Completion of Grade 12 or equivalent,
- NFPA 1001 FF II Certification,
- NFPA 1021 Fire Officer III or combination of education and experience
- Incident Command System Level 300,
- Minimum of ten years of firefighting experience with at least five years as a Fire Officer,
- Fire Investigation & Fire Inspection experience,
- NFPA 1041 Fire Services Instructor II,
- First Responder Level 3 Medical,
- Knowledge of the British Columbia Emergency Management System (BCEMS),
- Current and valid Class 3 Drivers' License with airbrake endorsement with satisfactory abstract and,
- Requirement to establish residency within a twelve-kilometer radius of the Fire Hall.

## **DESIRED QUALIFICATIONS**

- Degree or Diploma in Emergency Management, Business, Public Administration or related field,
- NFPA 1021 Fire Officer IV,
- NFPA 1031 Fire Inspector,
- NFPA 1033 Fire Investigator,
- NFPA 1051 Incident Safety Officer and,
- Certificate in Emergency Management

## **CORE COMPETENCIES**

Decision Making - Obtains information; identifies key issues and implications for making informed, objective decisions.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of Peace River Regional District.  
Judgment and Problem Solving - Demonstrates independent and sound judgment in an abstract environment to make decisions independently or collaboratively.

Adaptability - Adapts quickly to change and easily considers new approaches.

Professional Integrity - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards

Initiative - Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.

Team Leadership - Identifies and takes opportunities to lead and manage a team, group, initiative or project meeting specified work or organizational objectives.

Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

Customer Service - Demonstrates commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, shows understanding, courtesy, tact, empathy and politeness.