



JOB DESCRIPTION

TITLE: Assistant Fire Chief

DEPARTMENT: Fire Rescue

Position Last Evaluated: N/A
Job Description Updated: May 2021

GENERAL ACCOUNTABILITY

The Assistant Fire Chief is a member of the fire management team reporting to the Deputy Fire Chief - Operations and plays a critical leadership role in achieving the Department's operational goals and objectives. Using the appropriate leadership style, the Assistant Fire Chief is responsible and accountable to ensure efficient and effective planning, organizing, directing, controlling, and co-ordinating of operational activities and service delivery of assigned Platoons, which involves considerable interaction with internal and external groups.

The incumbent exercises considerable independent judgment and action in daily work.

NATURE AND SCOPE OF WORK

Leads platoons and ensures the efficient and effective delivery of services.

Ensures Company Officers meet departmental performance objectives, and measures targets and takes developmental and corrective action when targets are not met.

Responds to emergency incidents and provides incident support & management oversight. Participates in the ICS model & Department Operating Center as needed.

Performs media relations as needed.

Manages department resources to maintain Fire Department services when Officers require decision-making support.

Assists in the facilitation of Post-Incident briefings and analysis.

NATURE AND SCOPE OF WORK cont.

Serves as a Senior On-Call Officer on a prescribed schedule. May be required to act as Deputy Fire Chief or Fire Chief during absences.

Ensures Officers are completing the Company Inspection objectives; assists in preplanning activities in conjunction with Preplanning Captain and crews, and reviews preplanning work carried out by companies.

Assists in departmental strategic planning. Continuously assesses and identifies changing community risks and recommends advanced mitigation strategies.

Maintains and promotes a comprehensive Occupational Health & Safety Program and a safe workplace by ensuring the adherence to WorkSafeBC Regulations and applicable standards; conducts incident and accident investigations and facilitates near miss investigations.

Reviews, develops, and implements operational guidelines and departmental policies.

Ensures compliance with, and exercises authority under, the Fire Protection and Life Safety Regulation Bylaw and enforces BC Fire Services Act and other applicable regulations as necessary.

Conducts inspections of personnel, equipment, apparatus, buildings, and records. Enforces City policies and departmental Operational Guidelines. Responsible for compliance with daily work schedule.

Prepares and reviews reports of inspections, fires, training, and related activities; reviews, corrects reports in FDM and/or other software.

Holds staff accountable as needed and implements coaching and leadership strategies to modify behaviours as required, including progressive discipline.

Ensures personnel meet department objectives and works with personnel to meet expectations when department objectives are not accomplished.

Ensures the Fire Chief is kept informed of any and all critical issues, and communicates key issues with Fire Management.

Anticipates, identifies, and reports current and potential personnel and operational conflicts which may negatively impact the working environment.

Manages On-Call Fire Fighters including training, performance management, and human resources.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to lead people through collaborative and inclusive decision-making strategies, and to foster the development of those skills in others.

Ability to lead or participate in a team or group, inspiring and guiding individuals toward a common goal, task, or situation, including demonstration of a positive attitude, energy, honesty in actions, and personal ownership of the group's effectiveness.

Ability to lead people through significant and continuous change to align service delivery with the modern and dynamic needs of the community and stakeholders.

Ability to lead, plan, co-ordinate, and manage complex projects and work assignments.

Good understanding of Local Government structures, concepts, and procedures.

Comprehensive knowledge of fire service operations, emergency management, Incident Command System and the British Columbia Emergency Response Management System.

Ability to prepare business cases and reports.

Excellent written and oral communications, and presentation and public speaking skills.

Ability to research and develop new techniques and approaches to maximize staff and organisational potential.

Ability to review and critically analyse complex situations and identify the ramifications of proposed options and responses.

Ability to impact and influence individuals, internal and external, to support objectives and/or gain acceptance to ideas, plans, activities, or services.

Ability to hold individuals, teams or groups accountable, define clear objectives, set high standards of performance, and provide clear direction on what has to be achieved.

Ability to confront and correct performance deficiencies of staff, including progressive discipline.

Strong administrative and organizational skills, including strong computer skills in MS Office.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Bachelor's Degree in Fire Administration, Business, or other related discipline.

Trained and experienced Fire Fighter who has demonstrated excellent leadership skills.

Minimum 5 years' progressively responsible and related experience, including 3 years' in a supervisory role.

Or an equivalent combination of skills and experience.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Valid Class 5 BC Driver's Licence with air brake endorsement.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.