



## **JOB DESCRIPTION**

**TITLE:** DEPUTY FIRE CHIEF

**DEPARTMENT:** Fire Rescue

**Position Last Evaluated: Feb 2015**

**Job Desc. Last Updated: Feb 2021**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Fire Chief, the Deputy Fire Chief is part of the Fire management executive team responsible for the organization and management of the Fire Department's business functions and operations. The Deputy Fire Chief provides support to the Fire Chief and leadership to the department within a portfolio of responsibilities.

The administration portfolio generally involves responsibilities related to human resources, budgeting, operational analysis and strategic planning functions as well as the management of fleet, facilities, equipment and systems, fire support and communication services, fire prevention and investigation and the VIERA.

The operations portfolio generally involves responsibilities related to planning, organizing, directing, and coordinating operations and projects related to fire suppression, emergency medical services, prevention and training.

In the event of large-scale emergencies, the Deputy Fire Chief serves an operational role in the City's Emergency Coordination Centre (ECC) and Fire Rescue's Department Operations Centre (DOC). The Deputy Fire Chief will be required to provide rotational on-call coverage and may be required to provide coverage for other members of the management team or acting as Fire Chief.

Portfolios, responsibilities, work assignments, and hours of work may change based on skill sets and operational needs.

**NATURE AND SCOPE OF WORK**

*Depending on the designated portfolio, Deputy Fire Chief responsibilities may include the following:*

Manages the effective and efficient operation of the various divisions in the Fire Department in the delivery of services through subordinate supervisors: establishes goals, objective and policies; monitors and evaluates ongoing plans and activities, and ensures alignment with Fire Department goals and objectives.

Works with other City departments and external agencies to manage the maintenance and related purchasing processes for Fire Department assets and resources such as building and facilities, fleet vehicles, fire apparatus and equipment, personal protective equipment and uniforms.

Manages human resource issues within the department including selection and promotion, design of recruitment and testing methods, attendance and sick leave management and discipline.

Provides leadership in the administration of the collective agreement, grievance handling, and participates in contract negotiations.

Manages the work of, and budgets of, consultants and contractors providing services to the department.

Manages the preparation and day-to-day administration of the department operational and capital budgets.

Performs statistical analyses of department operations, business activities and procedures.

Provides leadership and support to Assistant Chiefs.

Performs administrative duties such as report writing, record keeping, and plan approval as required.

Responds as necessary to emergency incidents, may assume command if necessary to support operations crews functions as departmental "Staff Duty Officer" on an on-call rotation with fellow chiefs.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable understanding of the principles, practices, methods, procedures and techniques of emergency operations, incident management, communications systems, fire prevention and pre-planning.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

Sound knowledge of the Fire Services Act, Municipal Bylaws and related statutes, regulations and policies affecting the Fire Department.

Sound judgement and problem solving skills. Ability to analyze business needs and think strategically.

Ability to analyze and interpret data, formulate recommendations, write concise reports, and implement action plans.

Sound working knowledge of business, budgeting, and purchasing practices and principles.

Sound working knowledge of collective agreement administration and human resources practices.

Ability to work collaboratively and establish and maintain effective working relationships.

Ability to provide leadership and manage and direct personnel engaged in a variety of activities.

Ability to deal tactfully and effectively with elected officials, internal departments, external agencies, and the general public.

Ability to be adaptable under pressure and deal with conflicting demands.

Good presentation and public speaking skills

Strong customer service focus.

Strong computer skills in MS Office.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Bachelor's Degree in related discipline (e.g. Business Administration or Fire Administration) and 5 years' progressively responsible related experience, including proven management supervisory experience.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS**

Satisfactory Criminal Record Check.

Class 5 BC Driver's License.

**DESIRABLE TRAINING AND EXPERIENCE**

Master's Degree in Business or Leadership.

Training in Fire Loss Prevention.

Knowledge of industry best practices and innovative approaches for emergency services and risk management leading to community safety.

Experience working with an ERP such (e.g SAP or FDM software).

**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 and Safety (OHS) 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 and Safety (OHS) 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.