



JOB DESCRIPTION

TITLE: ASSISTANT FIRE CHIEF

DEPARTMENT: Nanaimo Fire Rescue

Position Last Evaluated: N/A
Job Desc Updated: Nov 2025

GENERAL ACCOUNTABILITY

The Assistant Fire Chief is part of the fire management team and reports to the Deputy Fire Chief – Operations. This role provides leadership and direction to Platoon Captains and Officers, ensuring efficient and effective planning, organization and execution of department service delivery. The position requires independent judgment and frequent interaction with internal and external groups. Work assignments and hours may vary based on operational needs.

NATURE AND SCOPE OF WORK

Provides leadership, direction and support to Platoon Captains to ensure efficient and effective operations, training and service delivery.

Monitors performance objectives and expectations; holds staff accountable and provides guidance or takes corrective action, including progressive discipline if needed when expectations are not met.

Provides rotational on-call coverage as Duty Chief.

Responds as necessary to emergency incidents and provides incident support and management oversight.

Leads or assists with the facilitation of post-incident briefings and analysis.

Participates in the Incident Command System (ICS) Department Operations Center and Emergency Operations Centre as needed.

Responds to media inquiries as required.

NATURE AND SCOPE OF WORK cont.

Manages department resources to maintain services when Officers require decision-making support; approves staffing decisions.

Coordinates facility maintenance and repairs with staff and contractors.

Executes equipment purchases and repairs; participates in RFP evaluations.

Ensures training objectives are achieved across platoons and acts as a Chief Liaison to advocacies and committees.

Assists in the development and delivery of VIERA training programs for various disciplines such as Fire Officer, Fire Service Instructor and Technical Rescue.

Ensures public education, inspections, and pre-planning objectives are achieved across platoons.

Assists with departmental strategic planning, assessing changing community risks and recommending 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.

Contributes to reviewing, developing, and implementing operational guidelines; enforces city policies and departmental operational guidelines.

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 equipment, apparatus, buildings, and records; ensures compliance with daily work schedules across platoons.

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

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

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 and foster the development of those skills in others.

Ability to work as part of a team with a collaborative, supportive and positive approach, integrity and personal accountability.

Ability to 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, including presentation and public speaking skills.

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

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

Ability to represent and implement management direction with staff and motivate and influence individuals, internal and external, to gain acceptance of and achieve overall department direction and objectives

Ability to hold people accountable, define clear objectives, set high standards of performance, and provide clear direction.

Ability to address and correct performance deficiencies of staff, including following progressive discipline when needed.

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 from a recognized educational institution or an equivalent combination of skills and experience.

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

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

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

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Valid Class 5 BC Driver's Licence.

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 to 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.