

## DEPUTY FIRE CHIEF

*Vancouver Island is one of Canada's most enviable locations and Campbell River is ideally situated to take advantage of the best the island has to offer. With a moderate climate, spectacular scenery and year-round recreational offerings at its doorstep, Campbell River is a community that will continue to attract people from all locations.*

*The Campbell River Fire Department is a composite fire department with 23 career and approximately 55 auxiliary firefighters. The City has two fire stations providing public safety to a population of approximately 35,000 citizens covering an area of 162 square kilometers. In addition, the City is a regional 911 Fire Dispatch Centre employing 10 emergency operators who dispatch 61 fire departments, in 7 regional districts, covering an area of approximately 180,000 square kilometers.*

The City of Campbell River is looking for a **Deputy Fire Chief** who demonstrates a high degree of professionalism and fosters a strong sense of collaboration and teamwork.

Reporting to the Fire Chief, you will be responsible for the direction and management of your respective division and underlying section within the fire department and exercise a significant degree of independent initiative, judgment and action in accordance with policies, plans and objectives of the department. The initial assignment will be Deputy Fire Chief – Operations.

The City is looking for a career-oriented, highly organized, self-motivated individual who possesses strong interpersonal and communication skills, and can confidently demonstrate an appropriate balance of technical, administrative and managerial abilities.

To complement your academic education in either, fire science, fire administration, public administration or relevant field, you will:

- Have ten (10) years of broad and extensive experience in firefighting with five (5) years in a supervisory role;
- Possess a thorough knowledge and background in fire communications, including 911 regional fire dispatch; and
- Have experience in incident command, fire suppression, fire prevention and code enforcement, first responder pre-hospital medical care and other support functions and activities.

The City of Campbell River offers a competitive salary, as well as an attractive benefit and vacation package.

Please see the attached for a detailed job description.

If you have the skills we are looking for, you wish to work in a friendly, goal oriented department, and you want to live, work and play in a great community, apply now!

Please send your resume AND covering letter, quoting **EXT-17-46** to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: (250) 286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**This posting closes at 4:30 pm on Monday, July 31, 2017**

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.



## Job Description

### DEPUTY FIRE CHIEF

**Approval Date:** January 2017

**Department:** Fire Services

IAFF

CUPE

Management

**Title of Management Supervisor:** Fire Chief

#### **General Accountability:**

##### **Purpose and Scope**

Under the general direction of the Fire Chief, the Deputy Fire Chief performs administrative and supervisory work as a Fire Department Chief Officer. The Deputy Fire Chief assists the Fire Chief in the organization, planning and direction of all Fire Department services.

##### **Nature and Scope of Work**

- Establish, implement and maintain comprehensive service delivery programs in accordance with established standards and best management practices;
- Provide leadership, direction, evaluation and supervision of subordinate staff;
- Ensure full compliance with relevant federal, provincial and City regulations, permits, policies, guidelines and procedures specifically the statutory requirements of the Fire Services Bylaw and the Fire Services Act;
- Maintain effective working relationships with other departments in the City, Provincial and Federal Government and other external stakeholders;
- Ensure that fire initiatives and activities are coordinated with other City functions;
- Assist in preparation of budget and manage area of responsibility within approved budget limitations;
- Make recommendations on the replacement and/or repair of equipment and facilities;
- Responsible for the creation, implementation and revision of policies and Operational Guidelines;
- Provide statistical and narrative reports to the Fire Chief on all operations, together with recommendations for improving, modifying or replacing procedures now in effect;
- Assist with and/or prepare administrative and operational reports, records and correspondence;
- Ensure prompt, thorough and appropriate investigations and responses to requests and complaints;
- Act as a lead investigator with the Fire Department investigation team in determining fire causes; work with RCMP in criminal investigations dealing with arson as required;
- Responsible for the planning, organization, development, implementation and monitoring of an effective training and development programs for auxiliary and career staff;
- Promote a safe work place; ensures that all established safety procedures are followed
- Collect, analyze and interpret relevant information related to fire and dispatch trends and service delivery;
- Participate in the collective bargaining process and grievances as required;
- Assume overall responsibility at emergency incidents, as required.
- Assume overall command of the Fire Department, as required;
- In conjunction with the other Chief Officers, act as Duty Chief and respond to major alarms as required - (24 hrs. a day 7 days a week).
- Perform other related duties as required

##### **Necessary Qualifications**

###### **Technical Knowledge/Skills:**

- Thorough knowledge of the principles, best practices, concepts and Fire Departments issues;
- Modern fire service practices, methods, tools & equipment;

- Local government operations, including City By-Laws, policies and procedures;
- Knowledge of Fire Department Operating Guidelines, policies, procedures, and applicable local bylaws, federal and provincial codes, regulations, acts and standards.
- Thorough knowledge of fire communications, including 911 regional fire dispatch services;
- Full working knowledge of Incident Command System;
- Radio system protocol, procedure and maintenance
- Investigation and evidence gathering techniques;
- Budget formulation and maintenance processes;
- Collective agreement administration and principles of labour relations;
- Solid business acumen
- Computer efficiencies (eg. Microsoft Office Suite (Outlook, Word, Excel and Access)
- Physically able to perform duties;
- Able to successfully attain (and maintain) a clear criminal record and vulnerable sector check prior to commencement of employment.

**Key Competencies:**

<b>Key Competency</b>	<b>Job Specific Requirements</b>
Communication	Strong interpersonal, oral communication and writing skills. Able to write concise and complex reports, studies and research. Able to speak effectively in public and promote and maintain effective public relations.
Conflict Management	Able to resolve conflict and deal effectively with the public, subordinate staff, elected officials, and external agencies.
Decision Making and Problem Solving	Able to make timely and effective decisions. Good analytical problem solving skills. Able to react to any emergency situation in a competent manner and readily adapt to rapidly changing demands and circumstances.
Initiative	Self-starter and highly motivated to make proactive changes.
Leadership	Able to take command at an incident. Able to plan, assign and direct the work of personnel and lead, coach and motivate staff in a team environment. Able to lead by example in maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
Managing Performance	Excellent performance management and employee relations skills. Ability to efficiently organize crews to overcome unusual conditions and perform work under adverse conditions.
Networking and Relationship Building	Able to establish and maintain effective working relationships with employees, other departments, civic and business officials, agencies, partners and the general public.
Planning and Organizing	Able to meet deadlines and manage time effectively.

**Education/Training/Certification:**

- Minimum two (2) years' post-secondary education in fire science, fire administration, public administration, or relevant field **OR**
- Fire Officer III designation **plus** a certificate in Local Government Administration
- Evidence of continuous training and personal development
- Valid class 3 driver's license with air endorsement
- Must produce and maintain a driver's abstract as per City policy

**Experience:**

- Ten (10) years of broad and extensive experience in firefighting
- Five (5) years of supervisory experience
- Experience in incident command, fire suppression, prevention, code enforcement, first responder, rescue and hazardous materials incidents