



## **DISTRICT OF NORTH SAANICH**

### **DEPUTY FIRE CHIEF/TRAINING OFFICER**

Applications are invited for the exempt full-time position of Deputy Fire Chief/Training Officer. The Deputy Fire Chief/Training Officer assists the Director of Emergency Services in the administration of the Fire Department and acts for the Director of Emergency Services in his/her absence. The Deputy Fire Chief/Training Officer exercises considerable independence of judgement and action in carrying out assignments in accordance with departmental policies, plans and objectives. The Deputy Fire Chief/Training Officer is the Deputy Emergency Program Coordinator.

Applicants must have post-secondary diploma in a related field, completion of the Justice Institute of B.C. Fire Service Instructors Levels I and II, NFPA 1001 evaluator certification, First Responder Level III certification, Fire Officer III, Emergency Management Certification, must possess a valid Class 3 BC Drivers Licence with Air Endorsement and a minimum of five years' experience as an Officer in the fire service, preferably in a Volunteer Department, at the rank of Captain. Consideration will be given to candidates with an equivalent combination of education, training and experience. More information on the North Saanich Fire Department can be found on the District's website at [www.northsaanichfire.ca](http://www.northsaanichfire.ca)

Applications may be submitted by e-mail or by hand before **4:00 p.m. on Friday, January 31, 2020** to:

Curt Kingsley, Director of Corporate Services  
District of North Saanich  
1620 Mills Road  
North Saanich, BC V8L 5S9  
[careers@northsaanich.ca](mailto:careers@northsaanich.ca)

January 7, 2020



# DISTRICT OF NORTH SAANICH

**Section Name: EMERGENCY SERVICES**

**Position Title: DEPUTY FIRE CHIEF / TRAINING OFFICER**

**Effective Date: January 2020**

**Reports to: Director of Emergency Services**

**Positions Supervised: Volunteer Platoon Officers**

## **Definition (Position Summary)**

Under the direction of the Director of Emergency Services, this is a management administrative, operational and supervisory position. The Deputy Fire Chief exercises considerable independence of judgement and action in carrying out assignments in accordance with departmental policies, plans and objectives. The Deputy Fire Chief is the Deputy Emergency Program Coordinator.

## **Key Job Duties**

- Assists the Fire Chief in the administration of the Fire Department and acts for the Fire Chief in his/her absence.
- Provides administrative and technical advice to the Fire Chief on operational matters as required and participates in the formulation of departmental policies, procedures and regulations.
- Attends and directs operations at major fires and provides advice, assistance and direction to Officers on operational and administrative matters.
- Assists in the development and implementation of training programs and participates in fire prevention and fire safety campaigns, establishes and promotes effective public relations for the department in conjunction with the Fire Prevention Officer.
- Prepares administrative and operational reports, records, and correspondence; assists in preparation of the training budget.
- Participates in the preparation and implementation of municipal and area emergency plans.
- Maintains, directs, and supervises all operational aspects of the District of North Saanich Emergency Response and Recovery Plan.
- Leads, manages, co-ordinates, and maintains effective and consistent training and development programs for volunteer and career staff.
- Participates in the Duty Officer rotation.
- Coordinates with the Volunteer Deputy Chief, the Fire Department Officer's meetings on a quarterly basis.

- Evaluates new firefighting methods and techniques, and makes recommendations regarding their adoption by the Fire Department.
- Liaises with other Saanich Peninsula Fire Departments regarding joint training activities and participates in other training associations.
- Co-Chairs the Safety Committee with the Volunteer Deputy Chief and acts as Fire Department Safety Officer.
- Performs all the duties of a front line Firefighter/Officer including operation of emergency response vehicles to rescue and fire suppression incidents.
- Attends, whenever possible, all emergencies that the Fire Department responds to regardless of time and date.
- Acts as a local assistant to the Fire Commissioner for the District.
- Develops and maintains a set of Standard Operating Guidelines.

**Qualifications:**

**Education, Certification and Training:**

- Post-secondary diploma in a related field.
- Completion of the Justice Institute of B.C. Fire Service Instructors Levels I and II
- NFPA 1001 evaluator certification.
- First Responder Level III certification.
- Fire Officer III.
- Emergency Management Certification.
- Must possess a valid Class 3 BC Drivers Licence with Air Endorsement.

**Experience:**

- A minimum of five years' experience as an Officer in the fire service, preferably in a Volunteer Department, or
- An equivalent combination of education, training and experience.

**Skills:**

- Extensive knowledge of modern firefighting related emergency services and fire prevention methods, techniques and procedures and the operation of all equipment and apparatus.
- Thorough knowledge of Fire Department rules, regulations, standing orders, policies and applicable Municipal and Provincial Codes, Acts and Bylaws.
- Thorough knowledge of the principles and practices of effective supervision, training and discipline of personnel.
- Ability to prepare correspondence, administrative reports, records, budget and cost estimates.
- Ability to establish and maintain effective working relationships with staff, volunteers, civic and business officials and the general public.
- Ability to speak effectively in public and promote and maintain effective public relations for the Fire Department.

- A thorough knowledge of the operation and maintenance of all fire apparatus and equipment.
- A comprehensive knowledge of current methods used in combating, extinguishing and preventing fires and the ability to effectively deploy that knowledge.
- Excellent organizational, decision-making and leadership skills, with the ability to lead, motivate and train volunteers, and to work closely with others in a team environment at a variety of tasks to accomplish common goals.
- Excellent verbal and written communication skills.
- Must be a member of the Fire Training Officers Association of B.C.

**Job Provisos**

- May be required to perform additional duties as assigned by The Chief.
- May be required to attend Council or other meetings.
- Must reside within North Saanich.