

## DEPUTY FIRE CHIEF

<b>Approval Date:</b>	July 2025	<b>Department:</b>	Fire Services
<input type="checkbox"/> IAFF	<input type="checkbox"/> CUPE	<input checked="" type="checkbox"/> Management	
<b>Title of Management Supervisor:</b>	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.

This role is subject to a residency requirement as this position will be expected to support the duty officer rotation for the City of Campbell River.

### 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 compliance with relevant federal, provincial and City regulations, permits, policies, guidelines and procedures including the statutory requirements of the Fire Services Bylaw and the Fire Safety Act.
- Maintain effective working relationships with other departments in the City, Provincial and Federal Governments 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.
- Assist in the planning, organization, development, implementation and monitoring of an effective training and development programs for auxiliary and career staff.
- Promote a safe workplace, ensuring 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.
- Assume overall responsibility at emergency incidents.
- 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 issues of today's fire service.
- Modern fire service practices, methods, tools & equipment.
- Local government operations, including City bylaws, 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, and procedures.
- Investigation and evidence gathering techniques.
- Budget formulation and maintenance processes.
- Collective agreement administration and principles of labour relations.
- Solid business acumen.
- Proficient level user of MS Outlook, Excel & Word. FirePro and Vector Solutions experience is an asset.
- 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:**

- 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) year diploma from a recognized post-secondary educational institution in the areas of fire science, public administration, leadership, human resources, and/or other related areas. An equivalent combination of education and experience may be considered.
- NFPA 1002 – Fire Apparatus Driver/Operator.
- NFPA 1021 – Fire Officer level 3.
- NFPA 1041– Instructor Level II.
- NFPA 1072 – Technician level.
- Emergency Medical First Responder (FR) or higher.
- Must possess and maintain a valid Class 1 or 3 BC driver's license with Air Brake Endorsement and produce and maintain a clean driver's abstract, as per City policy.
- Evidence of continuous training and personal development.

**Experience:**

- Ten (10) years of broad and extensive experience in firefighting, including incident command, fire suppression, prevention, code enforcement, medical response, rescue and hazardous materials incidents.
- Five (5) years of supervisory experience.
- Demonstrated experience in incident command, fire suppression, prevention, code enforcement, first responder, rescue, and hazardous materials incidents.
- Proven record of relationship building with diverse internal and external groups.

**Environmental/Working Conditions**

- Combination of indoor and outdoor work with varying worksites outdoors.

**Preferred Criteria**

- Certificate in Local Government Administration
- Introduction to Emergency Management
- Introduction Emergency Operations Centers
- Incident Command System (ICS) 300
- Public Information Officer Training
- NFPA 1021 – Fire Officer Level 4
- NFPA 1521 – Incident Safety Officer
- NFPA 1031 – Inspector Level 1
- NFPA 1033 – Fire Investigator
- NFPA 1006 – Vehicle Extrication
- NFPA 1051 – Wildland Fire Fighting