

ESQUIMALT POSITION DESCRIPTION

Pos. No: 182

EFFECTIVE DATE: MAY 13, 2015

Amended: April 29, 2019

Position Title:	Assistant Fire Chief
Department/Division/Section:	Fire Department

POSITION FUNCTION

This is an excluded operational emergency service position managing Fire Fighters, Officers and assisting the Fire Chief in organizing, administering and directing the overall operations of the Department.

KEY DUTIES

Respond to fires and other emergencies and direct all tactical operations unless relieved by the Fire Chief;

Foster team work and effective, respectful communication within the department;

Inspect fire station, equipment and personnel for efficiency and to ensure the required standards are met;

Compile and advise of action necessary as a result of post fire critiques;

Coordinate the formulation of operational equipment specifications and procurement;

Responsible for the Department Safety Program;

Lead and coordinate Fire Inspection/Prevention activities;

Ensure staff compliance with departmental operating guidelines;

Plan and supervise the work of assigned personnel;

Develop and implement training programs;

Assist in recruiting new staff;

Establish policies and develop operational guidelines and assist in developing bylaws at the direction of the Chief;

Prepare and recommend shift schedules, personnel placement and leave schedules;

Process grievances and employee complaints;

Investigate incidents/personnel conduct, and discipline as required;

Establish and enact maintenance programs for vehicles and fire stations as required;

Prepare narrative and statistical reports and assist in preparation of the budgets;

Serve as on-call Duty Chief on a rotational basis;

Perform Fire Chief duties in their absence.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Demonstrates the Township's Corporate Values as they relate to this position including:

- Accountability – transparency and responsibility for our policies, decisions and actions.
- Integrity – practice high standards of ethical behavior and open communication that inspires trust.
- Respect – value people and treat everyone with dignity and fairness.
- Service Excellence – meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.
- Passion – approach our work with conviction and enthusiasm.

Requirements:

Thorough knowledge of modern firefighting, rescue, spills and releases of hazardous materials and fire prevention methods, techniques and procedures;

Thorough knowledge of the operation and maintenance of firefighting equipment emergency apparatus, and facilities;

Thorough knowledge of fire department operating guidelines, municipal bylaws, regulations, policies and applicable fire and building codes;

Thorough knowledge of management methods, techniques and practices;

Thorough knowledge of the principles and practices of effective supervision, motivation, training and discipline of employees;

Knowledge of and ability to apply performance management, corrective discipline and/or attendance/disability management strategies to individual situations which may be complex in nature;

Sound understanding of and ability to consistently apply employment-related legislation, programs, policies, procedures and practices;

Experience with municipal budgets, hiring, performance evaluation, priority setting and strategic planning;

Professional skill and experience in directing tactical emergency scene operations;

Ability to work a rotational shift schedule;

Ability to effectively provide a high standard of leadership in directing shift operations of a team of fire fighters;

Ability to prepare and maintain all required narrative, statistical, administrative and technical reports;

Ability to prepare and assist in the planning and implementation of new or improved programs or services;

Ability to communicate in a clear and concise manner (verbal and written) that serves to clarify intent, achieve goals and detail the complexities of any given situation;

Ability to influence others, resolve conflict and to play a leadership role in change initiatives by exercising tact, diplomacy and respect for others;

Ability to build and maintain effective working relationships with staff at all levels in (and external to) the Department;

Ability to collaborate as a part of a team and to bring energy and passion to the work;

Ability to use discretion when handling sensitive, high-level or confidential matters;

Ability to develop and deliver training or information sessions as required;

Strong organizational skills including a demonstrated ability to multi-task, organize and prioritize work inside of a fast-paced and change-oriented work environment;

Ability to draft correspondence and to supervise the maintenance of accurate records and files;

Ability to solve problems and to exercise initiative related to assigned work;

Proficient in the use of Office Suite software and applications (e.g. MS Word, PowerPoint, Excel and Outlook) and ability to operate standard office equipment.

QUALIFICATIONS**Formal Education, Training, and Occupational/Professional Certification****Required:**

- NFPA 1021, Fire Officer 2 or combination of experience
- Successful completion of a criminal record check, including a vulnerable sector check
- Current and valid Class 3 Driver's License with air brake endorsement with satisfactory abstract

Desired Qualifications:

- Post-Secondary Certificate, Diploma, or Degree in emergency management or related field.
- NFPA 1021, Fire Officer 3 & 4
- Incident Safety Officer
- NFPA 1041, Fire Service Instructor Level 2
- Knowledge and training in BCERMS (British Columbia Emergency Response Management System)
- Incident Command System, Level 300 & 400
- Experience working in a unionized environment

Note: All NFPA standards shall be third party accreditation from PROBOARD (National Board on Fire Service Professional Qualifications) or IFSAC (International Fire Service Accreditation Congress).

Experience:

Minimum of 10 years firefighting experience with at least 5 years as a Fire Officer.

OTHER

Residence: Reside within residency boundaries.

Hours of Work: 4 on/4 off (10 hour shifts) with the requirement to be on-call.