

JOB DESCRIPTION

Job Title: DEPUTY FIRE CHIEF - OPERATIONS	Department: FINANCIAL SERVICES	Division: FIRE DEPARTMENT
Classification: EXEMPT	Supervisor's Title: FIRE CHIEF	Date: JUNE 22, 2021

SCOPE OF THE ORGANIZATION

The **Corporation of the City of Courtenay** was established in 1915 to deliver municipal government services to the community. The City is governed by a Mayor and six Councillors. The Chief Administrative Officer (CAO) is responsible to Council for managing all City operations. The organization consists of eight departments reporting to the CAO including Corporate Support Services, Development Services, Engineering Services, Financial Services, Legislative Services, Public Works Services and the Fire Department.

The **Fire Department** is responsible for Emergency preparedness planning including fire prevention, suppression and rescue services to the residents of Courtenay and contracted areas.

POSITION SUMMARY

The Deputy Fire Chief - Operations assists in the administration of a Fire Department consisting of full time personnel and a volunteer contingency of fire fighters. Responsibilities include participating in the planning and development of fire prevention and firefighting programs and coordinating the implementation of department activities; supervising personnel and participating in the management of the volunteer fire brigade; performing fire-fighting duties during and after regular hours; and in the absence of the Fire Chief, the Deputy Fire Chief-Operations assumes overall command of the Fire Department.

REPORTING RELATIONSHIPS

This position reports to the Fire Chief.

Positions that report directly to the Deputy Fire Chief are:

- Fire Inspector
- Emergency Vehicle Technician (EVT)
- Volunteer Officers (Captains, Lieutenants)

MAJOR RESPONSIBILITIES

1. Participates in the planning and development of fire prevention and firefighting programs, policies and procedures, and coordinates the implementation of activities to enhance the

protection of life and property in the municipality as well as outside the municipality where contracted within the Fire Protection District.

2. Enforces the Fire Services Act and regulations, including the Municipal Fire Prevention Bylaws throughout the City area through the issuance of notices and orders as appropriate.
3. Reviews plans, drawings and specifications of building construction or alteration to ensure compliance with the Fire Code, regulations and bylaws; Makes recommendations on issuance of business licenses.
4. Participates in the planning and management of the recruitment process, the performance management, and training of volunteer firefighters.
5. Supervises the work of Fire Department staff including coordinating, assigning, training, scheduling and reviewing the work. Monitors the quality and quantity of work, resolves routine staff issues, and handles routine discipline problems. Participates in hiring, promotions, higher-level discipline, and grievance processes.
6. Responds to incidents and performs all duties of a firefighter in a variety of fire suppression and emergency calls; Assumes overall responsibility at fires and emergencies in the absence of or as directed by the Fire Chief; Participates in after hours on-call duties on a rotational schedule and acts as the Duty Officer for the Fire Department.
7. Serves as Local Assistant to the BC Fire Commissioner where appointed and conducts or assists in the conduction of investigations of causes of fires as required.
8. Monitors inspection and maintenance programs of the fire hall, fire equipment and apparatus to ensure effective and efficient operation; monitors equipment and supplies inventory, and makes purchases within approved budget.
9. Prepares and delivers public education programs on fire prevention and fire and life safety to groups and to the general public.
10. Maintains liaison with other civic departments relative to fire protection and prevention.
11. Assists the Fire Chief in the preparation and control of the department's operational and capital budgets; Coordinates all record keeping for the department and assists in the preparation of reports.
12. Participates in the modification or improvement to the Fire Department policies, procedures, and practices to improve the functioning and safety of the Department's operations; prepares and maintains current work procedures for own area of responsibility.
13. Ensures the safety and security of staff, public, facilities and equipment by monitoring adherence to all safety and other work related regulations and practices; Implements emergency procedures as appropriate.

14. Participates with organizations such as CVEP, Comox Valley Fire Chiefs Association, Fire Chiefs Association of British Columbia, etc.

15. Assumes overall command of the Fire Department in the absence of the Fire Chief.

TYPICAL QUALIFICATIONS

Education Requirements:

- Grade 12 or equivalency
- Courses in Fire Service Leadership or other relevant discipline

Occupational Certificates, Licenses, Association Memberships:

- Certified NFPA Fire Fighter Level 2
- Fire Officer Level 3 or equivalent
- Fire Service Instructor Level 2
- Fire Inspector NFPA 1031 level 1
- Fire Investigator Level NFPA 1033 level 1
- Certified First Responder Level 3
- Incident Command System level I-400
- Valid Class 3 Drivers License with Air Endorsement

Experience:

- Considerable (5-7 years) progressively responsible experience in the field of municipal fire fighting with sound (3-4) experience in crew supervision

Knowledge, Skills, and Abilities:

- Thorough knowledge in fire hazards, fire protection methods, modern fire-fighting and related emergency services techniques and procedures
- Thorough knowledge in the operation and maintenance of apparatus and equipment
- Thorough knowledge in fire prevention, suppression, inspection and investigation methods, procedures and related regulations
- Thorough knowledge in communication and computer systems relevant to emergency services
- Sound knowledge of building construction, electrical codes, industrial processes and a recognition of the various fire and life safety hazards in the City of Courtenay
- Strong interpersonal, communication, presentation, public relations, conflict resolution, problem solving, investigative, decision making, leadership and general management skills
- Ability to plan, assign and direct the work of personnel and lead, coach, and motivate staff and a large contingency of volunteers in a team environment
- Ability to deal effectively with representatives of government agencies, Courtenay Volunteer Fire-fighters' Association Executive, neighbouring fire departments, community and business groups, general public, Council members, and City staff
- Ability to establish and maintain the confidence and trust of fellow fire-fighters, and work co-operatively as a member of a team, especially during intense, stressful and life threatening situations

- Ability to carry out the physical job requirements

COMPLEMENTARY ASSETS

- Diploma in Fire Service Leadership or Fire Officer Program

This job description is an accurate statement of the position's reporting relationship, responsibilities, and qualifications as of _____, 20____.

_____	_____	
Fire Chief	Signature	Date

_____	_____	
Chief Administrative Officer (CAO) Signature		Date

I have read this job description:

_____	_____	
Employee's Name	Employee's Signature	Date