

Deputy Chief – Training and Fire Prevention

Permanent, Full-time – Reports to Fire Chief

Regular hours: 35 hours/per week

The nature of this position requires time commitment outside the regular schedule to attend meetings, events, weekly fire practice, professional development and after-hours response to incidents.

Definition

Reporting to the Fire Chief, the Deputy Fire Chief - Training and Fire Prevention is both a member and leadership position in the Department. This position supports the development, implementation and maintenance of internal training and external public education programs for fire prevention in the community. The Deputy Chief supports the Chief and Volunteers to maintain a productive and healthy work environment.

Overall Duties and Responsibilities

- Responds to emergency fire, rescue and medical calls and perform the duties of a Deputy Chief and/or Incident Commander at incidents
- Acts as Acting Chief during the absence of the Fire Chief
- Participates in the on-call duty rotation as required
- Coordinates with the Fire Chief to ensure the optimum utilization of volunteers and resources through selection, hiring, training and development of fire fighters
- Assists with fire investigations for determining cause and origin, completing all reporting information
- Assists with the preparation of department budgets and reports
- Provides support to all members of the Department
- Participates or just develops the development and maintenance of Fire Department Standard Operational Guidelines
- Maintains accurate fire fighter training records and incident call records

Training

- Develops and maintains all necessary training programs, proficiency requirements and occupational health and safety programs for the Department
- Ensures all training meets requirements of the NFPA Standards, the BC Provincial Fire Service Minimum Training Standards, Office of the Fire Commissioners Playbook and WorkSafeBC legislation
- Develops lesson plans for training and coordinate fire department practices
- Ensures that training and assessment for each member of the department is in alignment with the identified level of service as per the Fire Department Establishment Bylaw No. 807, 2016

- Maintains current membership in the Training Officers Association and keep abreast of the latest methods of training in the use and application of fire fighting, rescue, and medical equipment and material.
- Other duties as assigned.

Fire Prevention

- Develops and implements effective public education and public relations programs relating to fire prevention and fire and life safety within the community
- Attends and facilitates community events, such as Open Houses and school tours
- Assists with a regular system of inspections for the purposes of fire prevention, in compliance with statutory requirements
- Participates in routine inspections of commercial, residential, institutional, and industrial buildings and premises to ensure adequate standards are maintained, issue notices or orders to rectify deficiencies
- Other duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of principles, practices and techniques related to combating, extinguishing and preventing fires, rescue work and dangerous goods incidents
- Thorough knowledge of all Federal and Provincial Acts and codes and municipal by-laws relative to the activities of the Fire Services
- Thorough knowledge of the principles and practices involved in training personnel
- Ability to react quickly and remain calm under duress and strain
- Demonstrated emotionally intelligent leader with excellent communication skills
- Proficient in the use of computers including the MS Office Suite and databases related to the administration of fire services
- Ability to lead and plan departmental activities and to motivate personnel
- Must be physically fit, able to fulfill all physical job demands of fire fighting
- Must be able to perform all fire fighting tasks under all conditions

Qualifications

- Minimum of a grade twelve education
- Ten years fire fighting experience, five years of which must be at a senior fire command level, or equivalent experience, and experience with training in the fire service
- NFPA 1001 Level II
- Fire Service Instructor 1
- Valid BC Drivers License Class 5 with Air Endorsement
- Satisfactory Drivers Abstract and Criminal Record Check
- Fire Officer I Certification
- Certified as Medical First Responder Level 3 with AED and Spinal Endorsement
- Trained to Incident Command System Level 200 (ICS200)
- Hazmat Operations Certification
- Must live within 5 kilometers of Fire Hall to respond to incidents from home in an efficient manner
- Must be willing to take additional training as required to meet and stay current with job requirements.