



POSITION DESCRIPTION

TITLE: DEPUTY FIRE CHIEF – FIRE PREVENTION / EMERGENCY PROGRAM

DEPARTMENT: FIRE DEPARTMENT

ORGANIZATIONAL RELATIONSHIPS

REPORTS TO: FIRE CHIEF

SUPERVISES: AUXILIARY AND CAREER FIREFIGHTERS

COORDINATES WITH: DEPUTY FIRE CHIEF – OPERATIONS AND TRAINING

REVISION #: 01: APRIL 2021
02: APRIL 2022

POSITION SUMMARY

The Deputy Fire Chief assists in providing leadership and managing the programs and operations of the District's Fire Department, with a focus on prevention, inspection, and the coordination of the emergency program.

This position will carry out the responsibilities assigned, while demonstrating sound judgment, and adhering to municipal policies, bylaws, or approved municipal practices and procedures. The ability to exercise courtesy, tact, diplomacy, and some persuasion in the exchange of non-routine information, provide constant care to avoid serious injury to themselves and others is key to this high-profile role in the community.

At the discretion of the Fire Chief, this position may be assigned duties to support and strengthen and / or rotate portfolios with the Deputy Fire Chief, Operations and Training, as applicable.

KEY RESPONSIBILITIES

- Contributes to the safety of the public in the District of Summerland by developing, implementing and managing the emergency program, including maintaining response and recovery plans, supporting and liaising with volunteer groups and internal and external organizations and assisting in preparing emergency program budgets. Fulfills the role of Emergency Program Coordinator.
- Contributes to the prevention of fire by implementing fire prevention and inspection programs including fire and life safety inspections, public education, bylaw and code development and enforcement, and reviewing applications for development and buildings; manages staff involved in fire prevention.
- Pre-incident Plan program coordination with support of department personnel, including:
 - Revision of existing pre-incident plans
 - Creation of new pre-incident plans
 - Site visits for information verification
- Investigates fires and act as a local assistant to the Fire Commissioner.

- Ensures the safety of all emergency response personnel, other agencies and citizens at emergency incidents through pre-incident planning; attends emergency incidents and assumes Command as required.
- Contributes to the long-term effectiveness of the department by collecting, compiling and analysing statistical data to set priorities and develop and evaluate programs; and by participating in the development of strategic, operational and financial plans and objectives, including the budget.
- Liaises with the Regional District Okanagan Similkameen to ensure that an effective and fully functioning regional Emergency Management Program is in place.
- Represents the District by acting as the liaison and providing technical advice and support to various federal, provincial and municipal agencies, community interest groups, the public, other external stakeholders and internal District staff on fire prevention and emergency program issues; represents the District by serving on its behalf to boards and committees. Will act as local assistant to the fire commissioner and service as duty chief on a rotational basis as required.
- Participates in ensuring Council is kept up to date and informed on a variety of related issues by providing research, writing reports, preparing updates and presentations on projects and activities of the Department.
- Performs other related duties and tasks as required.

These key duties are general descriptions of the principal functions of the job and shall not be construed as a detailed description of all the work requirements.

QUALIFICATIONS, SKILLS AND ABILITIES

REQUIRED QUALIFICATIONS

- Post-secondary education courses in a certificate program from a recognized institution, or an equivalent combination of education and experience.
- Successful completion of the BC Fire Code course from the Justice Institute of BC (JIBC) or equivalent.
- Considerable knowledge of the BC Fire Services Act and Regulations, BC Fire Code, BC Building Code and related codes.
- NFPA 1031 - Fire Inspector certification Level I
- NFPA 1033 - Fire Investigation Certification Level II
- NFPA 1001 – Firefighter II
- NFPA 1521 – Incident Safety Officer
- First Aid CPR/AED Level C (or equivalent)
- ICS Level 300
- Emergency Management related courses or experience
- Minimum of five (5) years' experience in a career or composite fire department, with a minimum of four (4) years in a related role.
- Minimum valid class 5 drivers license – with air brake endorsement and a good Driver's Abstract.
- Competence to react quickly and remain calm under duress and strain.
- Ability to confidently organize the fire ground and related emergencies using the incident command model, incorporating strategies and tactics to ensure life safety of all first responders and the public.
- Excellent interpersonal and communication skills with the ability to establish and maintain effective working relationships with a variety of individuals.
- High attention to detail. Ability to present ideas effectively orally and in writing.
- Computer skills and knowledge in various office computer software such as Microsoft Word, Excel and PowerPoint. FDM (Fire Department Management System) would also be an asset.
- Successful candidate must reside within the municipal boundaries of Summerland.
- Ability to pass and maintain a Police Information Check including the vulnerable sector section.

- Commitment to work a seven-day rotating, 40-hour work week which includes evenings weekends, and on-call work with the flexibility to adjust if shifts change to meet operational needs.

PREFERRED QUALIFICATIONS

- NFPA 1021 – Fire Officer I
- NFPA 1041 – Fire Service Instructor I
- Fire Smart knowledge
- Evaluator certification for JIBC, Vancouver Island Emergency Response Academy or College of the Rockies
- Knowledge of the Rules and Regulations governing the District's Fire Department and of the operational guidelines of the Department.