



JOB DESCRIPTION

Job Title: Deputy Fire Chief
Reports To: Director of Community Safety/Fire Chief

Affiliation: EXEMPT
Hours per Week: 35
Approval Date: Oct 25, 2022

Position Summary

Reporting to the Director of Community Safety/Fire Chief, the Deputy Fire Chief is responsible for leading a team of professional staff and Paid On-Call Fire Fighters in meeting operational, statutory, and regulatory requirements, while ensuring that Sooke Fire Rescue services respond to changing community needs, thus enhancing the quality of life and safety of its residents. The Deputy Fire Chief is a part of the management team for the District and is expected to act and communicate in a professional manner at all times.

The Deputy Fire Chief assumes full authority and responsibility in the Director's absence. The Deputy Fire Chief will integrate seamlessly into a composite department environment, and be responsible for the oversight of the development, implementation, and coordination of training for all members of Sooke Fire Rescue. The Deputy Fire Chief also assumes oversight of Sooke Fire Rescue's responsibilities regarding inspection frequencies, fire prevention, and public education initiatives and programs. The Deputy Fire Chief assists with the Sooke Emergency Program as the Deputy Emergency Program Coordinator for the District.

Working with the Director, the Deputy Fire Chief will develop and implement policies, plans, procedures, and standards relating to fire prevention, Fire Code enforcement, staff training and development. As a member of the management team, the Deputy Fire Chief works collaboratively with other municipal directors to prepare budgets, develop plans to achieve strategic organizational goals, and provide Sooke Fire Rescue updates and reports to Council.

The Deputy Fire Chief is exposed to environments that are dangerous, busy, noisy and will need excellent organizational, time, and stress management skills to complete the required tasks.

The Deputy Fire Chief will also be expected to participate in the Duty Chief rotation, attend all emergencies to which the department responds when the Director is absent, and attend Council and other department-related meetings as necessary.

Nature and Scope of Work

1. In consultation with the Director, provides operational and administrative leadership for all activities of Sooke Fire Rescue and advises Council on all matters relating to fire and rescue operations, Public Education and Prevention Programs, and emergency management for the District.
2. Acts as sole authority and commands at the scene of a fire or ensures delegation of scene command to those officers that are capable and trained.
3. Ensures all career and volunteer firefighters have appropriate and adequate training, and that all members of Sooke Fire Rescue are trained in the same manner for all procedures and scope of work.
4. Oversees the recruitment and training of new career and volunteer firefighters to meet the needs of the community and operational standards.
5. Ensures all firefighting policies and operational guidelines are developed in accordance with municipal, provincial, and federal legislation and in accordance with the Office of the Fire Commissioner and District policies.

6. Prepares reports from Sooke Fire Rescue for meetings of Council or Council Committees and delivers reports and presentations in the absence of the Director, as required.
7. Serves as a non-voting member for any committee related to Community Safety.
8. Ensures all Sooke Fire Rescue firefighting equipment is monitored and maintained on a regular basis and is in good working order.
9. Ensures all Sooke Fire Rescue Operational Guidelines are current and are regularly reviewed with the membership to ensure a culture of safe work practices is maintained.
10. Ensures all records related to Sooke Fire Rescue personnel, training, fire inspections, and emergency incidents, as well as other records, are maintained.
11. Oversees the preparation of, implements and monitors Sooke Fire Rescue budgets, strategic operating and capital plans.
12. Provides leadership and management in all aspects of Sooke Fire Rescue in accordance with the policies and plans established by the Council.
13. Functions as a LAFC and performs required fire investigations and reports to the Fire OFC.
14. Ensures correct interpretation of the Fire Services Act, Fire Safety Act and District of Sooke Bylaws for the proper enforcement of fire prevention or protection measures as required. Ensures that measures used do not unduly affect the public without proper education or implementation without a communications strategy.
15. Administers and delegates the scheduling of work hours of the firefighters to ensure adequate fire protection at all times.
16. Oversees, supervises, mentors, and evaluates the performance of staff and volunteers.
17. Oversees the existing acquisition and preventative maintenance program to ensure that the firefighting equipment for Sooke Fire Rescue is acquired and regularly and appropriately maintained.
18. Assists the Director with the development and administration of the approved Sooke Fire Rescue, and emergency management budgets. Provides forecasting for the needs of staffing, equipment, materials, and supplies, and approves expenditures and implements budgetary adjustments as necessary.
19. Keeps abreast of changing local conditions and technological changes in firefighting, fire prevention measures and the BC Building Code.
20. Attends Council and Committee meetings as required by the Chief Administrative Officer or in the absence of the Director.
21. Receives and implements instruction or direction from the Director in the execution of all duties and responsibilities related to the effective or smooth operation of the District.
22. In the absence of the Director, maintains regular communication with the Chief Administrative Officer keeping them fully informed of all non-routine, urgent and controversial matters.
23. Liaises with representatives of neighboring municipal fire departments to ensure that adequate reciprocal arrangements are made for emergency response for the controlling of major fires or events.
24. Maintains effective and positive working relationships with all municipal departments, outside agencies and the public.
25. Performs senior duties for the Sooke Emergency Program.
26. Working with the Director, operates Sooke Fire Rescue, and emergency program within the approved budgets, and assists the Director of Financial Services as required to accurately reflect operational expenditures and savings within Sooke Fire Rescue.
27. For reasons of operational efficiency and operation effectiveness in the delivery of emergency services, the Deputy Fire Chief will live within a reasonable response time to the District of Sooke's fire stations.
28. Participates in and acts as an Employer representative of the District's Joint Health and Safety Committee and the Fire OHS Committee.
29. Participates in management team meetings.

30. Seeks opportunities for process improvement and optimization.
31. Wears issued apparel and presents a neat and professional uniformed appearance.
32. Performs other duties as directed by the Director and Chief Administrative Officer.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to meet the physical fire and training ground demands of the position by being proactive with a personal conditioning regime.
4. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
5. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
6. Ability to lead and mentor others.
7. Thorough knowledge of business English.
8. Thorough familiarity and proficiency with Microsoft Office Online, records management applications, and land management application, and the ability to learn other software systems as required.
9. Working knowledge of adopted District document management practices.
10. Working knowledge of the operations and functions of other District departments.
11. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, and *Freedom of Information and Protection of Privacy Act*, British Columbia Fire Code, Dangerous Goods Emergency Response Guide, National Fire Codes, and Operational Guidelines for the District of Sooke Fire Rescue, Building Bylaws and District policies.
12. Thorough in-depth knowledge of the BC Fire Code and enforcement of the Fire Services Act non-compliance.
13. Thorough knowledge of provincially accepted fire safety programs as directed by the British Columbia Fire Commissioner's office for delivery in the schools and the community.
14. Knowledge and understanding with a proactive approach to mitigating personal risk and potential health problems associated with suppression firefighting including such items as, burns, cuts, abrasions, sprains, broken bones, fatigue, loss of hearing, exposure to potentially fatal blood borne pathogens, and risk of injury or death due to motor vehicle accident while operating or riding in an emergency vehicle.
15. Strong interpersonal skills and written and verbal communication skills.
16. Excellent organizational and time management skills.
17. Excellent team building skills.

Training and Experience Requirements

1. A completion of Grade 12 or recognized equivalent.
2. Certification through a recognized institution as a Fire Officer Level II with demonstrated experience at this level.
3. A minimum of fifteen (15) years' experience as a career Fire Fighter or verifiable active Paid On-Call Fire Fighter, including seven (7) years as a senior officer (i.e. Assistant Chief, Deputy Chief or Fire Chief).

4. Must be able to obtain and maintain competencies to NFPA 1001 Level II including any changes to the Provincial Playbook as it relates to a full-service department/Fire Fighter that may be issued from time to time.
 5. Competent to NFPA 1002.
 6. A completion of NFPA 1031 Fire Inspector Level II.
 7. A completion of NFPA 1033 Fire Investigations.
 8. A completion of NFPA 1035 Public Educator Level I.
 9. A completion of NFPA 1041 Fire Services Instructor II with enhanced presentation skill sets.
 10. A completion of ICS 300.
 11. A valid Class 3 BC Driver's License with air brakes endorsements. An annual Driver Abstract will be required.
 12. A satisfactory completion of a Criminal Record Check.
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The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Edward (Ted) Ruitter
Director of Community Safety/Fire Chief

Date

Don Schaffer
Interim Chief Administrative Officer

Date