



JOB DESCRIPTION

Job Title:	Deputy Fire Chief	Affiliation:	Exempt
Supervisor:	Director of Community Safety / Fire Chief	Hours:	35 hours per week
Status:	Full Time Permanent	Salary:	\$162,279.24
Position #:	6002	Competition #:	2024-018

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.

The Deputy Fire Chief assumes full authority in the Director's absence and oversees training, inspection frequencies, fire prevention, and public education for Sooke Fire Rescue. They also assist with the Sooke Emergency Program as the Deputy Emergency Program Coordinator.

The Deputy Fire Chief will create and implement policies, plans, procedures, and standards for fire prevention, Fire Code enforcement, and staff training and development. As part of the management team, the Deputy Fire Chief collaborates with other municipal directors to prepare budgets, develop plans to achieve strategic goals, and provide updates and reports on Sooke Fire Rescue to the Council.

The Deputy Fire Chief is exposed to dangerous, busy, and noisy environments, requiring excellent organizational, time, and stress management skills. They will participate in the Duty Chief rotation, attend all emergencies in the Director's absence, and attend Council and other department-related meetings as necessary.

Nature and Scope of Work

- Provides leadership, operational and administrative management for all activities of Sooke Fire Rescue, advising Council on fire and rescue operations, Public Education and Prevention Programs, and emergency management for the District in accordance with district policies and plans.
- Recruits and trains new firefighters to meet community needs and operational standards and ensures all career and volunteer firefighters receive appropriate and uniform training for all procedures and scope of work.
- 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.
- Prepares reports for Council, attends Council Committee meetings as required, and serves as a non-voting member on any committee related to Community Safety.
- Ensures a culture of safe working practices, firefighting equipment is maintained, Operational Guidelines are reviewed and current, and all records are kept, and oversees budgets, strategic operating and capital plans.
- Functions as a LAFD and performs required fire investigations and reports to the Fire OFC and acts as the sole authority at the scene of a fire or delegates scene command to officers.
- Administers and delegates the scheduling of work hours for firefighters to ensure continuous fire protection, while overseeing, supervising, mentoring, and evaluating staff and volunteer performance.
- Liaises with neighboring municipal fire departments to establish reciprocal emergency response agreements for major incidents while fostering positive relationships with all municipal departments, external agencies, and the public.
- Ensures compliance with the Fire Services Act, Fire Safety Act, and District of Sooke Bylaws through correct interpretation and enforcement, minimizing public impact through effective education and

communication strategies, while staying informed on local conditions, technological advancements, and the BC Building Code.

- Actively participates in management team meetings and serves as the District's Employer representative on both the Joint Health and Safety Committee and the Fire OHS Committee to identify process improvement opportunities.
- Leads and manages the Sooke Emergency Program, including the development and administration of budgets, equipment acquisition, maintenance, and staffing for Sooke Fire Rescue.
- Performs other duties as directed by the Director and Chief Administrative Officer.

Knowledge, Skills, and Abilities Requirements

- Ability to work independently, build strong relationships with colleagues and the public, and deliver exceptional customer service to the community.
- Demonstrated analytical skills with the ability to maintain confidentiality and meet deadlines under pressure.
- Strong leadership and interpersonal skills with excellent organizational and time management abilities.
- Comprehensive knowledge of fire safety regulations, district operations, and software applications including proficiency in Microsoft Office, records management, land management systems, and the ability to learn new software.
- Strong understanding of the BC Fire Code, Fire Services Act, and related legislation, as well as district policies and procedures and familiarity with other district departments and document management practices.
- Ability to maintain excellent physical condition and possess a strong understanding of the physical and health risks associated with all aspects of firefighting by taking a proactive approach to personal fitness, risk mitigation, and safety practices.

Training and Experience Requirements

- Completion of Grade 12 or recognized equivalent.
- Certification through a recognized institution as a Fire Officer Level II with demonstrated experience at this level.
- 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. Captain, Assistant Chief, Deputy Chief or Fire Chief).
- 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.
- Possesses advanced firefighting competencies and certifications including NFPA 1002, 1031, 1033, 1035, 1041, and ICS 300.
- A valid Class 3 BC Driver's License with air brakes endorsements. An annual Driver Abstract will be required.
- Satisfactory Police Information Check.

Competencies

- **Adaptability:** Willingness to be flexible in a changing environment.
- **Relationship Building:** Establishes and maintains respectful and cooperative working relationships.
- **Effective Communication:** Communicates effectively with others.
- **Problem Solving:** Recognizes and acts to resolve problems.
- **Organization:** Organizes work so that others will understand it, to achieve District goals.
- **Customer Focus:** Provides excellent service to both internal and external customers.