



# Job Description

## Deputy Fire Chief

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Fire Chief

**TITLE OF IMMEDIATE SUBORDINATES:** Volunteer Fire Fighters

**DEPARTMENT:** Fire Services

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### SUMMARY OF POSITION:

The Deputy Chief is responsible to assist with organization and direction of a Volunteer Fire Department in order to ensure that loss of life, property or injury, as a result of an emergency incident, is prevented and/or minimized.

The role of the Deputy Fire Chief is to assist in planning, directing, reviewing the activities and Operations of the Fire Department. To assist in coordinating assigned activities with other RDCK departments and outside agencies; and to provide support to the Fire Chief. The Deputy Chief will constantly work to ensure a positive, welcoming atmosphere is maintained.

The Deputy Fire Chief may also assume the duties of the Fire Chief during their absence.

### ROLE AND RESPONSIBILITIES:

1. Advise the Fire Chief in the implementation of RDCK Fire services, policies, procedures and guidelines in accordance with RDCK Standards, provincial legislation and the Office of the Fire Commissioner.
  - a. Working with the Standard Operational Guidelines to ensure Firefighter activities are in accordance with appropriate RDCK standards
  - b. Pre-plan firefighting strategies;
  - c. Working with the Fire Chief, to propose changes to the RDCK Standard operating guidelines
  - d. Liaise with the Regional Emergency Preparedness Committee
  
2. As assigned by the Fire Chief, is responsible for recruitment, training and directing the activities of volunteer fire fighters in order to ensure that trained fire fighters are available to respond to an emergency incident.
  - a. Ensures orientation of new volunteer fire fighters is being conducted.
  - b. Facilitates the training of volunteer fire fighters;
  - c. Ensures volunteer fire fighters adhere to Occupational Health and Safety regulations;
  - d. Provides a positive work environment that supports a high level of moral among fire fighters; and
  - e. Trains to the B.C. Structure Firefighter Competency & Training Playbook to the fire halls

declared level required.

3. As assigned by the Fire Chief, is responsible for the inspection of firefighting equipment to ensure appropriate equipment is available as required.
  - a. Establishing a regular system for inspecting all fire apparatus and equipment
  - b. Ensure annual pump, ladder & hose testing is completed
  - c. Ensure prompt follow up when equipment is out of service
  
4. Establishes command at the scene of all emergency incidents until relieved of command at the discretion of the Fire Chief to ensure a safe, effective and controlled response.
  - a. Ensure effective command and Pass Port Accountability techniques are in place in the scene of an emergency incident;
  - b. Ensure 360 size up and incident action plan is completed and relayed onto fire Dispatch
  - c. Ensure Passport Accountability System is in place and being used
  - d. Ensure that fire fighters are responding and operating to in a safe and appropriate manner;
  - e. Preliminary fire cause determination - necessary for crime scene designation; and
  - f. Report as appropriate to RCMP, OFC, & Regional Fire Chief
  
5. Complete administrative tasks as required and as directed by the Fire Chief
  - a. Maintain records on incidence of fire, injuries and loss of property Prepare reports on all areas of firefighting;
  - b. Supports the Fire Chief regarding the administration and development of the fire department budget;
  - c. Support fire prevention education and awareness programs.
  - d. Assist with the management of special projects, purchases and acquisitions
  - e. Assist Fire Chief and administrative staff with budget preparation and administration, recruitment and promotions as requested
  - f. Reports disciplinary issues to the Fire Chief
  - g. Evaluates the performance of volunteer fire fighters;
  - h. Assist the Fire Chief with the creation of an appropriate succession plan.
  
6. Other duties and tasks as assigned by the Fire Chief.
  
7. Demonstrates the RDCK Values; Health & Safety, Integrity, Accountability & Respect

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough Knowledge of firefighting techniques and practices;
- Knowledge of firefighting training programs;
- Thorough understanding of the Structure Firefighters Competency and Training Playbook;
- Emergency response & crowd control techniques;
- Public education and awareness programs concerning protective services public safety theories and methods;

- Preliminary investigation, evidence gathering and scene preservation techniques;
- Knowledge of the RDCK Standard Operating Guidelines, Bylaws and Policies;
- Active in the Fire Chiefs Association of B.C. or B.C. Fire Training Officers Association and any other special meetings that may be required;
- Incident Command Systems including the ability to take full command at the scene of a moderate sized emergency incident;
- Minimum two year supervisory experience in emergency and command control situations;
- Minimum of 10 years firefighter experience;
- Understanding of the cultural and political environment;
- Ability to deal effectively with people in difficult situations;
- Effective written communication skills including the ability to prepare reports;
- Maintain standards of conduct;
- Demonstrate sound work ethics;
- Be consistent, fair & Respectful;
- Promote a respectful workplace for all employees;
- Effective verbal and listening communications skills;
- Effective public relations and public speaking skills;
- Stress & time management skills;
- Decision, analytical and problem solving skills;
- Possess and demonstrate cultural and diversity awareness and sensitivity;
- Knowledge of the RDCK Health & Safety Program; and
- The ability to assist with the fire halls annual budget process

#### **REQUIRED QUALIFICATIONS AND CERTIFICATIONS:**

- Minimum completion of all RDCK Truck Ready, Exterior and Interior requirements.
- NFPA 1001 FF2
- NFPA 1041 Fire Service Instructor 1 (FSI 2 preferred)
- Minimum of Team Leader or other Fire Officer Training (NFPA 1021 Fire Officer 3 standard preferred);
- ICS 200 (ICS 300 preferred)
- NFPA 1521 Incident Safety Officer preferred
- Meets minimum Fire Fighter First Aid Requirements; valid First Responder or higher certification preferred
- Core modules of the BCMSA Supervisor Safety Certificate
- For those Fire Departments that provide rescue services (per RDCK bylaws): The Deputy Fire Chief in a department delivering rescue services in all or any of: swift water and flatwater rescue, low slope rope rescue and vehicle extrication is expected to have expert knowledge and understanding of those services.
- Valid BC Drivers License appropriate to the class of vehicle being operated
- Satisfactory Criminal Record check and Drivers abstract

The Deputy Fire Chief would normally attain the required knowledge, skills and abilities through completion of Fire Fighting training with several years of related firefighting experience. The incumbent will have a minimum of two years supervisory experience in emergency and command control situations.

The Deputy Fire Chief will work towards developing themselves and meeting the current NFPA 1021 Fire

Officer 3 standard which is equivalent to certification as a Deputy Fire Chief.

The incumbent must possess and maintain a valid B.C. Driver's License appropriate to the class of vehicle being operated and an acceptable driving record.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date