



Job Description

Assistant Fire Chief

Fire Services

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Fire Chief / Deputy Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: Volunteer Firefighters

DEPARTMENT: Fire Services

SUMMARY OF POSITION:

The Assistant Chief will assist with the 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 Assistant Chief will mainly focus on the operations of the fire department. Working closely with the officers to support them in their respective positions. The Assistant Fire Chief will also assist with directing, reviewing and planning the activities of the Fire Department ensuring a safe, inclusive and welcoming atmosphere is maintained.

ROLE AND RESPONSIBILITY:

1. Assist the Fire Chief in the implementation of RDCK Fire Services policies, procedures and guidelines
 - a. Assist the senior officer group with the implementation of the Standard Operational Guidelines
 - b. Ensure firefighter practices are in accordance with accepted RDCK standards
 - c. Assist with pre-planning firefighting strategies
 - d. Ensure firefighting policies & procedures are adhered to
2. The Assistant Chief will assist with the recruitment training and directing the activities of Volunteer Firefighters in order to ensure that trained firefighters are available to respond to an emergency incident
 - a. Ensures orientation of new volunteer firefighters
 - b. Supports the training of volunteer firefighters
 - c. Monitors the performance of volunteer firefighters
 - d. Ensures volunteer firefighters adhere to Occupational Health & Safety regulations
 - e. Provides a positive work environment which supports a high level of morale among fire fighters
3. As required by the Fire Chief, will oversee the inspection of firefighting equipment to ensure appropriate equipment is available as required
 - a. Maintain a regular system for inspecting all fire apparatus & equipment

- b. Ensure annual pump, ladder & hose testing is completed
 - c. Ensure prompt follow up when equipment is out of service
 - d. Ensure Annual Fit Testing and hearing tests are completed
4. The Assistant Chief, when requested may oversee a group of officers who are assigned specific tasks or duties within the fire hall. Examples may include:
 - a. Apparatus Officer
 - b. Hall Maintenance Officer
 - c. Training Officer
 - d. Equipment Officer
 - e. Or other assigned task at the Fire Chief's request
5. When required establishes command at the scene of emergency incidents until relieved of command at the discretion of the Fire Chief or designate Chief Officer to ensure a safe, effective and controlled response.
 - a. Ensure effective command and Passport Accountability techniques are in place in the scene of an emergency incident
 - b. Ensure 360 Size Up and Incident Action Plan have been completed and relayed onto fire dispatch
 - c. Ensure firefighters are responding in a safe & appropriate manner
 - d. Assist with the fire cause determination; and
 - e. Report as appropriate to RCMP, OFC & the Regional Fire Chief
6. Complete administrative tasks as required and as directed
 - a. Assist with accurate records management
 - b. Support the Fire Chief with the administration & development of the fire hall budget
 - c. Support fire prevention education & awareness programs
 - d. Assist with the management of special projects, purchases and acquisitions
 - e. Reports disciplinary issues to the Fire Chief
 - f. Assist with the recognition of individual member's milestones.
7. Other duties and tasks as assigned by the Fire Chief & Deputy Fire Chief
8. 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 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 one year supervisory experience in emergency and command control situations;
- Minimum of 5 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
- Minimum of Team Leader or other Fire Officer Training (NFPA 1021 Fire Officer 2 standard preferred)
- ICS 200
- 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 Assistant 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 Assistant 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 one year supervisory experience in emergency and command control situations.

The Assistant Fire Chief will work towards developing themselves and meeting the current NFPA 1021 Fire Officer 2 standard which is equivalent to certification as an Assistant 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.

_____	_____	_____
Volunteer Name	Volunteer Signature	Date
_____	_____	_____
RDCK Representative Name	RDCK Representative Signature	Date