



Job Description

Regional Assistant Fire Chief Training

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Regional Deputy Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: Regional Fire Service Trainers.

As-and-When Trainers and other assigned training personnel during the course of planning and delivering training.

DEPARTMENT: Fire and Emergency Management Services

SUMMARY OF POSITION:

Reporting to a Regional Deputy Fire Chief, the Regional Assistant Fire Chief – Training (the Assistant Chief) supports the planning, coordination, administration and delivery of the regional training program for RDCK Fire Services to ensure firefighters and officers are trained, competent and prepared to respond safely and effectively to emergency incidents.

The position provides operational and administrative support to the Regional Deputy Fire Chiefs in the development and implementation of regional training plans, budgets and programs.

ROLE AND RESPONSIBILITIES:

As a member of the Fire and Emergency Management Services team, responsibilities include, but are not limited to:

1. Supports the Regional Deputy Fire Chiefs in planning and implementing the RDCK Fire Training Requirements and other applicable standards;
2. Delivers training and evaluation to volunteer firefighters and officers throughout the Regional District, including during regularly scheduled training nights and weekends;
3. Supervises, schedules, coaches and develops As-and-When Trainers and other assigned training personnel, including onboarding, performance feedback and evaluation.
4. Assesses the quality and consistency of training delivery; identifies training and compliance gaps; and recommends corrective training, trainer development and program improvements to the Regional Deputy Fire Chiefs. Coordinates corrective training with hall officers as required.
5. Supports delivery and implementation of training programs including New Recruits, Firefighters, Risk Management, Apparatus Driver/Operator, Team Leader, Incident Command and Incident Safety Officer competencies.
6. Provides functional direction to department Training Officers regarding implementation of RDCK Fire Training Requirements, competency and assessment standards, training records and compliance requirements. Fire Chiefs retain supervisory responsibility for their departments and accountability for member training and records.
7. Coordinates training logistics including external training arrangements such as scheduling instructors,

facilities, equipment, materials, registrations and other resources as directed by a Regional Deputy Fire Chief.

8. Maintains and monitors firefighter training, qualification and competency records using applicable training and records-management systems;
9. Provides input to annual and multi-year regional training plans, including priorities, scheduling, resource requirements and anticipated costs, and contributes to development and monitoring of the regional training budget.
10. Makes training-related purchases within established budgets and in accordance with RDCK purchasing policies and procedures;
11. Promotes firefighter health and safety and compliance with safe firefighting practices through training, evaluation and identification of training needs;
12. Supports the development and implementation of regional Standard Operating Guidelines/Procedures and training materials;
13. Provides training activity, competency and program information to the Regional Deputy Fire Chiefs and assists with reports and recommendations as required;
14. Participates in the Regional Duty Officer Program, attends incidents and participates in the RDCK Emergency Operations Centre as required; and
15. Performs other related duties as directed by a Regional Deputy Fire Chief or Regional Fire Chief.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

The Regional Assistant Fire Chief Training would normally attain the required knowledge, skills and abilities through a combination of training and experience. Additionally, the incumbent must possess cultural awareness and sensitivity, demonstrate sound work ethic, maintain flexibility and conduct oneself with consistency and fairness.

The Regional Assistant Fire Chief will possess the following:

- Minimum of five (5) years of progressive experience in fire services and in a volunteer hall context;
- Minimum of three (3) years of experience delivering fire service training;
- Experience delivering course material at the level of a “Train the Trainer”;
- Considerable firefighting experience, including experience as a fire service officer;
- Demonstrated experience supervising, coordinating or leading instructors, trainers, firefighters or volunteers;
- NFPA 1001 – Professional Qualifications for Firefighter – Level II;
- NFPA 1021 Standard for Fire Officer Qualifications – Level I;
- NFPA 1041 – Fire Service Instructor – Level II;
- NFPA 1521 – Incident Safety Officer;
- Emergency Scene Management – Level I
- Apparatus Driver/Operator qualification;
- AED and First Responder Level III with CPR or equivalent;
- BCERMS – ICS 200;
- Valid BC drivers license, Class 5 with air endorsement, no more than 6 points;
- Satisfactory criminal record; and
- Ability to perform the physical duties of a firefighter.

PREFERRED QUALIFICATIONS:

- BCERMS – ICS 300;
- Red Cross Instructor – Basic First Aid and Professional Responder
- NFPA 472 – Hazardous Materials – Technician;
- NFPA 1006 – Technical Rope Rescue Technician;
- NFPA 1031 – Standard for Professional Qualifications for Fire Inspector;
- NFPA 1021 – Standard for Fire Officer Qualifications – Level II;
- NFPA 1002 – Pump and Apparatus Operator;
- Emergency Scene Management – Level II
- SPP-WFF 1 – Train the Trainer certification;
- Evaluator with any or all of COTR, VIERA, JIBC and Red Cross;
- Class 3 Drivers License with Air;
- Prior experience in a local government Emergency Operations Centre.
- Experience as a firefighter local to the RDCK area may be preferred.

**A combination of licenses, certificates, knowledge, skill and abilities may be considered.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated expert-level knowledge of modern firefighting strategies and tactics, fire service training, incident command systems, apparatus and equipment. Knowledge of fire prevention methods and preliminary investigation and evidence gathering techniques are also an asset;
- Thorough knowledge of the Structure Firefighter Minimum Training Standard and related fire service training requirements;
- Demonstrated experience delivering fire service training and developing others to deliver training;
- Demonstrated ability to apply adult learning, coaching, facilitation and competency-assessment techniques;
- Ability to supervise and support trainers and volunteers across a geographically dispersed regional fire service;
- Strong organizational and administrative skills, including course scheduling, logistics, documentation and records management;
- Ability to monitor expenditures, make purchases within established budgets and provide accurate financial information to support budget planning;
- Sound knowledge of legislation, regulations and standards governing fire service training;
- Professional communication skills and the ability to work effectively with Fire Chiefs, Training Officers, firefighters, instructors and external training providers;
- Demonstrated ability to work collaboratively and independently;
- Effective oral, written and presentation skills;
- Proficiency with digital learning, training and records-management systems and Microsoft 365;
- Strong time management, initiative and problem-solving skills; and
- Understanding of the cultural and political environment of a regional volunteer fire service.

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