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

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.

Officers are expected to remain proficient in all firefighter-level responsibilities, including fire suppression, rescue, equipment operation, training, and station maintenance. Officer duties include both leadership responsibilities and the ability to perform the full scope of tasks carried out by members across the firefighter ranks to support effective operations

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

Job Description

Assistant Fire Chief

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Fire Chief / Deputy Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: Volunteer Firefighters

DEPARTMENT: Fire & Emergency 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.

The Assistant Chief is expected to remain proficient in all firefighter-level responsibilities, including fire suppression, rescue, equipment operation, training, and station maintenance. Officer duties include both leadership responsibilities and the ability to perform the full scope of tasks carried out by members across the firefighter ranks to support effective operations.

Officers are expected to remain proficient in all firefighter-level responsibilities, including fire suppression, rescue, equipment operation, training, and station maintenance. Officer duties include both leadership responsibilities and the ability to perform the full scope of tasks carried out by members across the firefighter ranks to support effective operations

ROLE AND RESPONSIBILITIES:

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 relived 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

RQUIRED 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.

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

Job Description

Lieutenant

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Captain or designated Chief Officer

TITLE OF IMMEDIATE SUBORDINATES: Volunteer Firefighters

DEPARTMENT: Fire & Emergency Services

SUMMARY OF POSITION:

Under the direction of the Captain or designate Chief Officer, a lieutenant is responsible for assisting in implementing the organizational goals and direction of the Volunteer Fire Department in order to ensure that the loss of life, property or injury as a result of an emergency incident is prevented and/or minimized.

The Lieutenant reports to a Captain or Assistant Fire Chief. As an entry level leadership position, the Lieutenant is responsible for assisting in the direction of activities of volunteer fire fighters.

The Lieutenant responds to emergencies and performs fire suppression, rescue, property preservation and emergency scene stabilization activities. Supervises activities of assigned personnel, performs with limited supervision through RDCK Standard Operating Guidelines and established protocols and directives. Helps to maintain a state of readiness of facilities and equipment by scheduled inspections, testing and maintenance. Operating, when required, as a Team leader on Emergency scenes. The Lieutenant is a key role in helping to ensure the fire hall is kept in a state of operational readiness.

Officers are expected to remain proficient in all firefighter-level responsibilities, including fire suppression, rescue, equipment operation, training, and station maintenance. Officer duties include both leadership responsibilities and the ability to perform the full scope of tasks carried out by members across the firefighter ranks to support effective operations.

ROLE AND RESPONSIBILITIES:

1. Carries out supervisory responsibilities in accordance with the organization's policies and procedures
    - Knowledge of the RDCK Standard Operating Guidelines (SOG)
    - Working knowledge of the organization, functions, policies, rules, methods and regulations

2. As assigned by the Captain or designate Chief Officer, the Lieutenant assists with 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
    - Assists with orientation sessions with new volunteer fire fighters.

- Supports training sessions with volunteer fire fighters.
- Ongoing support of firefighters with the Occupational health and safety regulations

3. As directed by the Chief or designated Chief Officer, conducts inspections of firefighting equipment to ensure appropriate equipment is available as required.
    - Assists with equipment inspections in line with the fire departments policy's

4. Establishes command at the scene of all emergency incidents until relieved of command at the discretion of a superior officer to ensure a safe, effective and controlled response
    - Ensures Passport Accountability is being used
    - May complete the Incident Action Plan (IAP), 360 size up and report these to dispatch
    - Ensures effective command and control techniques are in place at the scene of an emergency incident.
    - Ensures that fire fighters are responding and operating in a safe and appropriate manner.
    - Reports suspicious activity or unusual events at the scene of an incident to the Incident Command.

5. On emergency scenes, the Lieutenant may be assigned a functional role, which is referred to as a Team Leader. As a Team Leader a specific function on an emergency scene may be assigned. Some examples of these may include;
    - Team Leader ventilation
    - Team Leader traffic control
    - Team Leader confine and extinguish
    - Team Leader water supply, and so forth.

6. Complete administrative tasks as required and as directed by the Captain or designate Chief Officer.
    - Assists with incident reports.
    - As requested by a superior officer, provides oral/written reports on fire department activities.
    - Assists with the orientation sessions with new volunteer fire fighters.
    - Supports training sessions with volunteer fire fighters.
    - Monitors the performance of volunteer fire fighters.
    - Ensures volunteer fire fighters adhere to occupational health and safety regulations.
    - Supports a positive work environment that brings a high level of moral among volunteer fire fighters.

7. Other Duties as directed or requested by the Fire Chief or designate Chief Officer.

8. Demonstrates the RDCK Values; Health & Safety, Integrity, Accountability & Respect

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of firefighting techniques and practices
- Understanding of the Structure Firefighters Competency and Training Playbook
- Knowledge of the RDCK Health & Safety Program
- Knowledge of the RDCK Standard Operating Guidelines, Bylaws and Policies;
- Knowledge of Health and safety hazards related to emergency and non-emergency operations
- The ability to help educate personnel regarding the significance of accident prevention and personal wellness using verbal & written communication skills
- The ability to respond quickly and use good judgment under stress in adverse conditions
- Constantly work to ensure a safe, positive working atmosphere.
- Assist with special projects , purchases and acquisitions
- The ability to assist with the minor maintenance of equipment
- Monitor the safety of all scenes & training activity on an ongoing basis
- The ability to deal effectively with people in difficult situations
- Decision, analytical and problem solving skills
- General Maintenance of equipment
- Maintain standards of conduct

REQUIRED QUALIFICATIONS AND CERTIFICATIONS:

- Minimum completion of all RDCK Truck Ready, Exterior and Interior requirements.
- NFPA 1001 FF2
- Train to the Structure Firefighters Competency and Training Playbook Standards of declared Fire Hall level
- Be willing to obtain certification in NFPA 1021 Fire Officer 1 within a reasonable timeframe
- Valid BC Drivers License appropriate to the class of vehicle being operated
- Satisfactory Criminal Record check and Drivers abstract

The Lieutenant 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 3 years of firefighting service, with one year at a senior (fully qualified) firefighter level. Supervisory experience in emergency and command control situations considered a benefit.

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