



JOB DESCRIPTION

Position: Deputy Fire Chief/Deputy Emergency Management Coordinator

Union: EXEMPT

Approval Date: January 22, 2025

1. FUNCTION

Reporting to the Fire Chief, the Deputy Fire Chief is part of the fire department's emergency operational response team and plays an integral part in the day-to-day staffing model. The Deputy Fire Chief will serve as an on-call Duty Chief to provide senior leadership, strategic, and tactical support for fire department operations, and emergency management response. The incumbent is required to possess the knowledge, skills, and experience to act as a functioning leader within the operational team.

The incumbent will be assigned a portfolio of departmental responsibilities. Portfolio assignment may change from time to time at the direction of the Fire Chief and dependent on operational need.

Additional leadership expectations within the Department and the broader Town of Sidney management team include consistently modelling, promoting, and ensuring adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

2. TYPICAL DUTIES

- a) Assist with administering the activities of the department and provide managerial oversight to ensure the health and safety of all department personnel.
- b) Respond to fires and other emergency incidents as part of the department's operational response model to provide initial response activities, along with operational and tactical support of department personnel.
- c) Enforce the Province of B.C. Fire Services Act, B.C. Fire Code Regulations, and Town bylaws relating to inspection and fire prevention.
- d) Serve as an on-call Duty Chief on a rotational basis to provide senior leadership, strategic, and tactical support of department personnel, and support to regional departments during emergency incidents when required.
- e) Serve as a Chief Level Officer, to ensure effective emergency operational response is maintained or alternative measures are established to ensure the appropriate levels of emergency response to the Town.
- f) Provide technical advice relating to fire prevention matters, pre-fire planning, and attend department meetings as required. Provide information and training relating to technological advancements in installed fire protection systems.

- g) Maintain and promote the department's Occupational Health & Safety Program and a safe workplace by ensuring the adherence to WorkSafeBC regulations and applicable standards. Conduct incident and accident investigations, including near miss events as primary management representative.
- h) Review, develop and maintain department's operational guidelines, policies and memorandums.
- i) Review plans, drawings and specifications of building construction or alteration for compliance with the British Columbia Fire Code and applicable Municipal Bylaws.
- j) Provide technical advice to all Town departments on building fire protection, occupant safety and accessibility. This includes reviewing development and subdivision plans.
- k) Assist with fire and operational planning programs to highlight potentially complex operational issues. Prepare and maintain pre-fire plans, including routes of egress and fire equipment available, for inspectable premises within the Town.
- l) Conduct fire investigations for the purpose of determining cause and origin and be able to work with other authorities to lay charges if necessary. On suspicious fires, gather evidence and information and prepare reports to support the request of a Court Order.
- m) Prepare administrative and operational reports, records and correspondence including Office of the Fire Commissioner fire data reporting.
- n) Support the Fire Chief on human resources matters including labour relations, labour management committee meetings, disciplinary proceedings, grievance administration, collective bargaining, operation initiatives, programs, standards, and policies.
- o) Manage and motivate assigned subordinates, evaluate performance, recommend development, and as required, hold subordinates accountable for performance and take progressive disciplinary steps as defined by policies.
- p) Provide public education related to fire prevention and safety, including emergency preparedness, through educational programs in schools, local service clubs, and by presenting to individual groups.
- q) Serve as a part of the Town's management team and attend regular meetings including weekly department training sessions, relevant Town Council or Committee of the Whole meetings, and other meetings as directed by the Fire Chief.
- r) Once every three weeks, perform Duty Chief responsibilities with a maximum emergency incident response time of 20 minutes from the time of notification to on scene.
- s) In the absence of, act as the Fire Chief as delegated.
- t) Perform other related duties as required.

3. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- a) Extensive knowledge of modern firefighting, rescue, emergency medical assistance, hazardous materials, response, fire prevention and investigation methods, techniques and procedures.

- b) Extensive knowledge of Incident Command System principles and practices including Site level, Department Operations Center, and Emergency Operations Center.
- c) Considerable knowledge of the operation and maintenance of firefighting and fire protection equipment and apparatus, and ability to demonstrate use of the same.
- d) Considerable knowledge of Federal or Provincial acts and regulations, codes and standards, along with municipal bylaws, Town of Sidney and Fire Department policies, procedures and guidelines.
- e) Considerable knowledge of the Town, including its geography, manufacturing and commercial complexes, institutions, and residential buildings is required.
- f) Ability to work in a team-oriented manner to assist the Fire Chief in the administration of the department, providing leadership, and assisting in implementing long range plans and programs.
- g) Ability to organize, coordinate, and direct department operations, and to plan, assign and supervise the work of personnel engaged in operations, training, and fire prevention initiatives.
- h) Demonstrated experience in managing fire department operations, including employee and labour relations within a unionized and volunteer environment.
- i) Ability to promote and maintain discipline and harmony, exercise good judgement, and always provide a high standard of leadership, and exemplary conduct.
- j) Ability to speak in public and maintain effective working relationships with internal and external contacts, and the general public.
- k) Ability to prepare clear and concise oral, written, and computer-generated reports, operational guidelines, and procedures.
- l) Strong analytical skills and a track record of implementing best practices and workplace improvements.
- m) A high degree of initiative, independent judgment, and ability to plan, review and supervise, both directly and indirectly, a range of personnel, consultants and contractors.
- n) Ability to maintain the confidentiality of information related to the function of the position.
- o) Demonstrated proficiency with Microsoft Office Suite, FDM, and Tempest, and the ability to easily learn new software as required.

4. TRAINING AND EXPERIENCE

- a) 10 years of fire suppression experience including 5 years as a Chief rank officer.
- b) NFPA 1021 – Fire Officer IV Certification.
- c) NFPA 1031 – Fire Inspector.
- d) Emergency Medical Responder (EMR) or First Responder Level 3 Certification.

- e) Experience with FDM software application.
- f) Blue Card Incident Command Certification.
- g) Experience with urban interface firefighting and the FireSmart BC Wildfire Mitigation Program.
- h) Valid BC Driver's License Class 3 with Air Brake Endorsement. An annual Driver Abstract will be required.
- i) Satisfactory completion of a Criminal Record Check.
- j) Be available once every three weeks in the role of Duty Chief with a maximum emergency incident response time of 20 minutes from the time of notification to on scene.