The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island, is part of the Greater Victoria Area and enjoys the reputation of being among the best locations in Canada to work, live and play. The District is bounded on both the east and west by ocean with many beach access points and is central to all amenities of the Greater Victoria area. This community of 17,000 residents is well positioned for the future. For 65 years the District has been well served by a team of dedicated and experienced firefighters who care about their community.

Reporting to the Fire Chief, the Deputy Fire Chief assists the Fire Chief in planning, organizing, coordinating and directing the operations of the fire department, in all fire suppression and related emergency services, and assists in ensuring that the department functions at an effective level within the policies approved by Council, the requirements of municipal bylaws, and the expectations of the community.

Reporting directly to this position are unionized career firefighters and paid call volunteer firefighters.

The ideal candidate for this position will be a Fire Services professional who has demonstrated the ability to operate and lead in the volunteer career composite environment. The ideal candidate must have strong organizational, interpersonal, leadership and communication skills and demonstrated success in leading on the Fire Ground while effectively managing the administrative requirements of the department and its programs.

The minimum qualifications to apply for this position are:

- Seven or more years’ experience in a career or volunteer composite department in progressively responsible roles
- Completion of NFPA 1021 - Fire Officer 3 – Candidates who possess NFPA 1021 Fire Officer 2 may be considered
- Completion of NFPA 1521 - Incident Safety Officer
- Completion of NFPA 472 - Hazmat Technician - Candidates who possess NFPA 472 Hazmat Operations may be considered
- Completion of NFPA 1031 - Fire Service Instructor Level 1
- Current BC Class 3 Drivers’ License with airbrake endorsement and a clean drivers’ abstract

The District is offering a competitive salary, as well as a generous benefit and vacation package. Interested candidates are invited to submit their resumes by September 30, 2020 by email to: resume@csaanich.ca

The interview process will be in person at 1512 Keating Cross Road, Saanichton BC between the dates of October 19, 2020 and October 30, 2020. The process will follow the District’s Covid-19 Safe Operating Plan and is available for viewing on the District’s website.
ROLE SUMMARY
Reporting to the Fire Chief, the deputy fire chief assists the Fire Chief in planning, organizing, coordinating and directing the operations of the fire department, in all fire suppression and related emergency services, and assists in ensuring that the department functions at an effective level within the policies approved by Council, the requirements of municipal bylaws, and the expectations of the community. The Deputy Chief exercises considerable independence of judgment and action in carrying out assignments in accordance with departmental policies, plans and objectives.

Reporting directly to this position are unionized career firefighters and paid call volunteer firefighters

QUALIFICATIONS
- Seven or more years of related Fire Department experience in progressively responsible roles
- NFPA 1021 - Fire Officer 3
- NFPA 1521 - Incident Safety Officer
- NFPA 472 - Hazmat Technician - Candidates who possess NFPA 472 Hazmat Operations may be considered
- NFPA 1041 - Fire Service Instructor 2
- NFPA 921 – Fire Cause and Origin 2
- Current BC Drivers’ License, Class 3 with airbrake endorsement and a clean drivers’ abstract
- Demonstrated knowledge and ability working with computer programs such as FDM, MS Office, Word, Excel and PowerPoint
- Demonstrated working knowledge of Acts and Regulations related to the fire service including BC Building and Fire Codes, and WorkSafe BC
- Knowledge of municipal emergency management including BCERMS
- Demonstrated ability to build and maintain effective working relationships with staff, municipal officials and stakeholders
- Ability to communicate effectively
- Ability to lead, manage and engage both unionized and volunteer composite staff

PREFERRED QUALIFICATIONS
- Completion of a Diploma or Certificate program in Local Government Administration, fire service management, emergency management, or equivalent.

MAJOR ACCOUNTABILITIES

EMERGENCY FIRE AND RESCUE RESPONSE
- Responds to all major fires and life threatening incidents while on or off duty as required. This may involve directing operations at a major incident.
- Acts as Duty Chief Officer being on call in a rotation with other qualified employees and being able to respond to all major emergencies. Ability to arrive at major incidents within 30 minutes of call-out
- Assists in the operation of the Capital Regional District Hazardous Materials team by managing equipment deployment and maintenance, and delivering related training
- Acts as Public Information Officer for the Department and/or District.
- Acts as a Local Assistant to the Fire Commissioner (LAFC)
- Enforces all District bylaws respecting fire protection
MANAGEMENT OF FINANCIAL AND OPERATIONAL MATTERS

- Assists the Fire Chief in preparing annual capital and operating budgets
- Assists in the preparation of all specifications for new equipment and oversees all purchases of operations materials such as turnout gear and training supplies
- Assists the Fire Chief in the development of departmental rules and regulations for the efficient operation of the Department
- Oversees and directs the inspection and maintenance of buildings, firefighting equipment and apparatus
- Oversees and directs all training programs and activities for fire department employees
- Participates in weekly training night activities
- Oversees and directs public education programming

ADVICE AND SUPPORT TO THE FIRE CHIEF

- Provides administrative and technical advice to the Fire Chief on operational issues and participates in the formulation of departmental policies, procedures and operational guidelines

LEADERSHIP OF STAFF

- Assists the Fire Chief in leading and managing the department including its volunteer paid call and career staff. Assumes the duties and responsibilities of the Fire Chief in his or her absence.
- Participates with the Fire Chief in the hiring, selection and retention of personnel.
- Evaluates the work of subordinates, coaches OR mentors and identifies the needs for development.
- Assists the fire chief with creating, implementing and leading volunteer paid call engagement strategies.
- Acts for the employer in grievance meetings, arbitration hearings and related disciplinary actions
- Coordinates staffing scheduling and payroll procedures and documentation.
- Sets clear expectations, monitors and evaluates performance
- Invests time and resources to support continuous learning
- Gives honest feedback, recognizes performance and manages non-performance
- Engages employees to gather ideas and input to build a cohesive team

EXTERNAL RELATIONSHIPS

- Develops and maintains effective relationships with community organizations and agencies
- Develops and maintains effective relationships with officials at the Municipal or senior levels of government on matters related to Fire Services and the District
- Serves as a technical representative of the District on various inter-Municipal or Regional Committees
- Maintains extensive contacts with outside agencies and the community. At the direction of the fire chief attends meetings as the department’s representative and meets with citizens’ groups, Federal, Provincial, and Municipal Departments and other fire related agencies.