



## Deputy Fire Chief

(Posting# 2019-19)

***The spirit of the Northern Rockies is independent and action-oriented, with a tangible sense of a region 'in charge of its future.' Fort Nelson is a young and family-oriented town, where the attitude of community remains strong. Everyone is welcome, everyone's contribution matters, and the level of participation in the day-to-day life of the community is high.***

The Northern Rockies Regional Municipality is seeking a self-motivated leader to fill the position of Deputy Fire Chief. Northern Rockies Fire Rescue is a composite department comprised of a Chief, Deputy Chief, 6 full time IAFF members and 20 Paid-on-call Firefighters. We provide protective, investigative and inspection services for a population of about 5,000 people in a protection area of approximately 45 square miles.

As part of the Northern Rockies management team and reporting to the Fire Chief, the Deputy Fire Chief is responsible and accountable for assisting with the administrative and technical work in planning, evaluating, organizing and directing the fire fighting and fire prevention activities, bylaw enforcement, fire rescue, animal control services and other related duties of the municipality. The position requires the successful candidate to act as a Local Assistant to the Fire Commissioner as well as responding to emergency operations as necessary.

Appropriate professional credentials, including Fire Officer training or a combination of equivalent education and experience, is required as well as at least 5 years of fire service experience with demonstrated skills in supervision, firefighting and rescue operations, employee relations, budgeting, and planning. Qualifications include extensive knowledge, training and practical experience in emergency management and the Incident Command System. The position requires you to have a current and valid Class 4 B.C. Driver's license with air endorsement.

Our preferred candidate will have excellent interpersonal and communication skills with demonstrated report writing and public speaking abilities. The ability to serve the community and the elected officials with political sensitivity and tact is essential. The Northern Rockies Regional Municipality offers a competitive salary and comprehensive benefits package.

If you feel the Northern Rockies is where your future lives, then we would like to hear from you. A more detailed job description is available online at [www.NorthernRockies.ca](http://www.NorthernRockies.ca). We thank all applicants for their interest, and we will notify all candidates of receipt of applications.

Please email your cover letter, resume, and a minimum of three references by **Tuesday, July 2, 2019** to:

**Erin La Vale, CPHR**  
**Deputy CAO/Director of Human Resources**  
NORTHERN ROCKIES REGIONAL MUNICIPALITY  
Bag Service 399 Fort Nelson, BC V0C 1R0  
Email: [jobs@northernrockies.ca](mailto:jobs@northernrockies.ca)

***Located in North Eastern BC and extending from the Yukon border to Prophet River BC, our one-of-a-kind local government and BC's first Regional Municipality, provides unparalleled opportunities for outdoor and wilderness recreational activities. To learn more about what the Northern Rockies has to offer, please visit our website at [www.NorthernRockies.ca](http://www.NorthernRockies.ca).***

***This is a place for you to call home.***

***Come north...and build a future.***

**Northern Rockies Regional Municipality – Job Description**  
**Deputy Fire Chief (June 2019)**

**Role of the Deputy Fire Chief:**

The Deputy Fire Chief reports to the Fire Chief and is responsible and accountable for assisting with the administrative and technical work in planning, evaluating, organizing and directing the fire fighting and fire prevention activities, bylaw enforcement, fire rescue, animal control services and other related duties of the municipality and rural fire protection area; in accordance with council's policies and priorities, approved budgets and citizen expectations.

A manager and salaried position, the DFC is expected to work a minimum of 42 hours per week and overtime as required. The position is expected to exercise considerable initiative and is permitted considerable independent judgment and action in carrying out the duties of the position. The work is regularly discussed with, and reviewed by, the Fire Chief for conformance to good practice, established policy, and attainment of objectives.

The Deputy Fire Chief may delegate portions of his/her authority and responsibility to members of the department but may not delegate or relinquish overall responsibility and accountability for the performance of his/her responsibilities.

Major Duties and Responsibilities:

**1. Specific Duties and Responsibilities**

- a. Assists the Fire Chief in all areas of responsibility and Acts in his/her absence. Oversees, organizes, directs and evaluates the Northern Rockies Fire Rescue Department, which protects lives and property from fire and hazardous incident damage, and provides timely first responder medical services in the service areas within the Northern Rockies Regional Municipality;
- b. Ensures that the department incorporates up-to-date, efficient fire prevention, fire suppression, hazardous incident mitigation and emergency medical technologies into its procedures, equipment and methods;
- c. Allocates, directs, motivates and evaluates departmental personnel to help achieve their individual goals; collectively achieve the department and organization's mission and to foster employees' growth and accountability for their actions;
- d. Act as a Local Assistant to the Fire Commissioner as well as responds to emergency operations as necessary;
- e. Organization and direction of all fire fighting activities and emergencies;
- f. Supervision of fire prevention inspections and promotion of those, working in cooperation with the Chief Building Inspector when required;
- g. Directing the maintenance and repair of fire fighting equipment, fire station and other properties of the Department;

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- h. Directing training programs of fire fighting personnel to prepare new firefighters to meet the challenges of fire service in methods of firefighting, and update existing employees' skills to improve the Department's professional standards.
- i. Assists the Fire Chief in preparation of policies and rules and regulations for the efficient operation of the Department.
- j. Participation in municipal programs, emergency measures activities, and fire prevention and safety campaigns, and, attendance at meetings or addresses to groups as required or directed;
- k. Directs and conducts ongoing research into new fire service technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently;
- l. Directs fire prevention, first aid, and public education, safety promotion programs for the community through schools and other appropriate organizational groups.
- m. Reviews the CUPE and IAFF Collective Agreements and administers within the department accordingly; provides input for collective agreement negotiations;
- n. As Deputy Emergency Program Coordinator, participates in emergency operations coordination, preparations and management;
- o. Attends meetings of and prepares reports for Regional Council and various Committees of Council as requested when relevant to Fire Rescue issues;
- p. Assists the Fire Chief in developing the operational, capital, and staff training and development budgets for the Fire Department including long range planning of capital and operational needs, and is responsible for overall financial management and reporting of said budgets;
- q. Supervises station, vehicle, and equipment repair and maintenance.

**2. Required Knowledge, Ability and Skills:**

- a. Works effectively and maintains harmonious relationships with government agencies, cities, personnel, staff and elected officials;
- b. Ability to serve elected officials and the client public with tact, impartiality, while preserving confidentiality and sensitivity on issues and material dealt with on a regular basis;
- c. A thorough knowledge of the principles, practices and processes involved in fire rescue and emergency services;

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- d. The ability to plan, assign, train, and direct work of personnel engaged in a variety of diverse activities;
- e. Effective oral and written communications, presentation, negotiation, leadership, interpersonal and general management skills;
- f. Take on additional assignments and special projects as delegated by the Fire Chief or the CAO;
- g. Strives for excellence and has comprehensive knowledge of the dynamics required for a professional, political environment;
- h. Work often has urgency and formal deadlines, the Deputy Fire Chief must be able to be flexible and prioritize work to meet such deadlines;
- i. Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, organizational officials and the general public; maintains harmony among workers and resolves grievances; ability to conduct research and compile comprehensive reports;
- j. Good knowledge of safety precautions necessary for the protection of staff and public;
- k. Broad knowledge of modern fire fighting and fire prevention methods, including the use of apparatus and equipment;
- l. Thorough knowledge of all Federal and Provincial Acts relative to the activities of the Fire Department;
- m. Considerable knowledge of building construction and related codes, and location of hazardous occupancies within the area;
- n. Thorough knowledge of the operation and location of water mains and hydrants, as they apply to the fire fighting activities of the Department; works cooperatively with Public Works in respect to hydrant and line flushing and maintenance programs;
- o. Ability to work under extremely dangerous physical conditions and periods of mental duress; and ability to supervise and motivate personnel during these conditions;
- p. Qualifications include extensive knowledge, training and practical experience in emergency disaster management and the Incident Command System.

**3. Physical Demands and Work Environment of Position:**

The physical demands and work environment described here are representative of those that must be met by the Deputy Fire Chief to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- a. Hand-eye coordination is necessary to operate computers and various pieces of office equipment;
- b. While performing the duties of this job, the Deputy Fire Chief is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The DFC is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell;
- c. The DFC must occasionally lift and/or move up to 25 kg;
- d. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
- e. Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The employee is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including bodily fluids, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils;
- f. The noise level in the environment is usually quiet to moderate in office settings but loud or noisy at emergency scenes;
- g. The Deputy Fire Chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**4. Education, Qualifications, Licenses, Certificates**

- 1. Minimum of 5 years of experience in a recognized Fire Department, at a supervisory or managerial level;
- 2. Graduation from a technical school, or any combination of training sufficient to indicate an ability to perform the duties outlined;
- 3. A valid BC Class 4 Driver's License;
- 4. Bylaw Enforcement Level I or equivalent training.
- 5. Fire Officer Level 2