



EMPLOYMENT OPPORTUNITY

Deputy Fire Chief Regular Full Time

The District of Oak Bay is a picturesque oceanfront community within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban center, Oak Bay has succeeded in maintaining a strong sense of community and charm. With a progressive Council and Leadership Team in place, the District is now seeking a dynamic and forward-looking *Deputy Fire Chief* to fill a unique leadership role within the organization. The current Fire Chief has announced his intention to retire in the first quarter of 2023, creating a potential opportunity for succession.

A Fire Services Review, conducted by Dave Mitchell and Associates, is nearing completion and a number of recommendations contained therein will require innovative implementation over the coming months and years.

The Deputy Fire Chief is accountable for high-level business functions that support efficient and effective Fire Department administrative and emergency response activities and programs. The Deputy Fire Chief assists the Fire Chief directly in the administration of the business of the Fire Department and acts for the Fire Chief in their absence. Regular rotation between key managerial portfolios and areas of responsibility includes, but is not limited to:

- Participating in confidential human resource and labour relations matters;
- Developing and implementing training programs;
- Researching and planning special projects;
- Undertaking strategic planning;
- Developing and implementing employment and recruitment programs and standards;
- Directing operations at emergency incidents;
- During emergency responses, supporting operational planning, and site support and resource management;
- Maintaining, directing, and supervising all aspects of the District of Oak Bay Emergency Program and response procedures in coordination with the Fire Chief; and
- Consistent with the assigned portfolio, the incumbent will have administrative responsibility for budgets, finance, purchasing, planning, report writing and personnel matters.

The District's ideal Deputy Fire Chief candidate has their post-secondary degree, a diploma or certificate in Fire Service Leadership or Administration, NFPA 1021 Fire Officer III certification, Incident Command Level 300, fifteen years of progressive experience in the Fire Service with experience in a senior supervisory position and possession of a valid Class 3 BC Driver's License. Candidates must also have a demonstrated ability to promote and provide strategic leadership and supervise employees in a unionized environment.

Additional assets to the role include a background in labour management supplemented with education, an ability to speak effectively in public, and the ability to promote and maintain effective public relations for the Fire Department, as well as the emergency program at the District.

Residence requirement: Exempt Fire Department staff are on call for portions of their off-duty hours and are subject to a restricted area of residence. Shortlisted candidates will be advised of the specific requirements.

If your qualifications and experience align with our needs, we invite your application. Please apply in confidence by **3:00pm on December 1, 2021**, with a cover letter and resume outlining all relevant education, training, and Fire Service experience to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines in greater detail the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*



Job Description District of Oak Bay Deputy Fire Chief

Position Title:	Deputy Fire Chief
Reports To:	Fire Chief
Position Description Date:	November 2021

Nature and Scope of Work:

The Deputy Fire Chief is the senior administrative, operational, and supervisory position that directly supports the Fire Chief and has responsibility for assisting in planning, organizing, coordinating, and directing fire suppression, related emergency services, fire prevention and safety operations and programs for the Municipality. The Deputy Fire Chief acts for the Fire Chief in their absence and at such times is in complete charge of the Department. The Deputy Fire Chief exercises considerable independence of judgement and action in carrying out assignments in accordance with departmental policies, plans and objectives. The Deputy Fire Chief reports directly to the Fire Chief and work performance is reviewed and evaluated by the Fire Chief in terms of effective assistance rendered in directing departmental operations and programs. The Deputy Fire Chief is the Deputy Emergency Program Coordinator and is responsible for the Municipal Emergency Program under the direction of the Fire Chief.

Key Accountabilities:

- Assists the Fire Chief in the administration of the Fire Department and acts for the Fire Chief in their absence.
- Provides administrative and technical advice to the Fire Chief on operational issues as required and participates in the formulation of departmental policies, procedures, and regulations.
- Attends and directs operations at major emergency incidents until relieved by the Fire Chief.
- Provides advice, assistance, and direction to senior officers on operational and administrative matters.
- Directs the development and implementation of training programs, participates in fire prevention and fire safety campaigns, establishes, and promotes effective public relations for the department.
- Participates in human resources matters include staff recruitment, staff promotional competitions personnel issues and disciplinary actions, and represents the employer for matters covered by the Collective Agreement.
- Prepares administrative and operational reports, records, and correspondence; assists in preparation and management of budgets.
- Maintains liaison with Federal, Municipal and Provincial authorities and others on matters related to the Department.
- Participates in the preparation and implementation of municipal and area emergency plans.
- Maintains the District of Oak Bay Emergency Response and Recovery Plan manual.

- Maintains/directs/supervises all operational aspects of the District of Oak Bay Emergency Response and Recovery Plan as outlined in the District of Oak Bay Emergency Response and Recovery Plan manual.
- Performs related work as required.

Required Knowledge, Skills and Abilities:

- Demonstrated ability to foster change management in a traditional organization.
- Extensive knowledge and experience with fire prevention, fire suppression strategy/tactics and the operation of all equipment and apparatus.
- Thorough understanding of Emergency Scene Management and the Incident Command System.
- Thorough knowledge of fire department operational guidelines, regulations, standing orders, policies and applicable Municipal and Provincial Codes, Acts and Bylaws.
- Thorough knowledge of the Fire Services Act and familiarity with the pending Fire Safety Act.
- Thorough knowledge of administrative methods, techniques and practices as applied to the operations of a fire department.
- Thorough knowledge of the principles and practices of effective supervision, training, and discipline of personnel.
- Demonstrated ability to promote strategic leadership and supervise employees in a unionized environment
- Ability to effectively delegate and supervise subordinates.
- Ability to assist the Fire Chief in the administration of the Fire Department, providing leadership and assisting in implementing long range plans and programs.
- Ability to prepare correspondence, administrative reports, records, budget, and cost estimates.
- Ability to fulfil the role of acting Fire Chief as required.
- Ability to establish and maintain effective working relationships with staff, civic and business officials, and the general public.
- Ability to speak effectively in public and promote and maintain effective public relations for the Department.

Qualifications and Experience:

- Post Secondary Degree
- Diploma or Certificate in Fire Service Leadership or Administration
- NFPA 1021 Fire Officer III certification
- Incident Command Level 300
- Fifteen years progressive experience in the Fire Service with experience in a senior supervisory position
- Equivalent education and experience may be considered.
- Possession of a valid Class 3 BC Driver's License