



Position Title:	Assistant Fire Chief
Reports To:	Deputy Fire Chief
Position Description Date:	September 2023

Nature and Scope of Work:

The Assistant Chief is a member of the Fire Department leadership team and plays a critical leadership role in achieving Fire Department and municipal business goals and objectives. The position of Assistant Chief encompasses broad-based knowledge, skill, and ability relating to Fire Department and municipal management and supports succession planning. The incumbent shares administrative and operational management portfolios and reporting relationships as assigned by the Fire Chief. The Assistant Chief participates in an on-call Duty Chief rotation and may be required to act for the Deputy Chief or Fire Chief as assigned and/or provide coverage for other members of the management team.

Reporting to the Deputy Fire Chief, the Assistant Chief is accountable for supporting department administrative and operational programs related to fire prevention, training/staff development and emergency services. Additional areas of responsibility include emergency management, human resources and labour relations, employee performance management, grievance administration, disciplinary proceedings, wellness and attendance management, recruitment, planning, logistics, infrastructure/facilities, operating and capital programs, procurement, fleet and project management.

The Assistant Chief maintains a respectful work environment that embraces diversity, inclusion and equity and ensures all employees are treated with courtesy, dignity, and respect.

Key Accountabilities:

- Assists with the administration and operation of the Fire Department.
- Supports administrative and operational leadership for divisions and business functions including fire administration, suppression, prevention, emergency program, training, fleet services etc.
- Supports an environment where innovation and critical thinking can flourish.
- Supports the development and management of Department operating and capital budgets.
- Supports the development of Corporate/Strategic Initiatives and Department/Divisional planning processes.
- Supports human resource processes including hiring/recruitment competitions, personnel issues and disciplinary investigations/processes etc.
- Supports labour relations matters including collective bargaining, hearing grievances, workplace investigations, performance and attendance management, human rights issues, policy development, chairing/participating in labour management meetings, and relationship building with union officials.

- Develops positive working relationships with elected officials, municipal departments and business units, customers, stakeholders, residents and community groups.
- Develops strategies to address current and emerging health and wellness challenges.
- Supports Emergency Operations Center (EOC), Department Operations and/or community emergency response/operations/planning needs as required.
- Ensures Fire Department service delivery and programs are operating at a high standard and are in alignment with organizational goals and objectives.
- Ensures fire department leadership team remain informed of operational developments of interest to the Oak Bay Fire Department and District of Oak Bay.
- Manages projects, purchasing and ensures procurement processes are in alignment with the District's financial policies.
- Manages, directs and supports pre fire planning, fire and life safety programs and inspection/investigation services for the District.
- Develops department training plan and links training goals to operational needs, regulatory requirements and applicable industry standards.
- Supports officers to ensure delivery of training and compliance with departmental training objectives and goals.
- Represents the Fire Department on various internal and external committees including the Training Officers Association of Greater Victoria, Greater Victoria Fire Prevention Officers Association and various projects or initiatives as required.
- Review and authorize department incident, training and inspection records/schedules to ensure they are accurate and meeting department statistical and reporting requirements.
- Authorizes and reviews employee payroll summaries, personal and union reliefs, leave entitlements, overtime submissions, attendance records and reports.
- Responds to emergency incidents as required.
- Performs additional duties and responsibilities as required.

Required Knowledge, Skills and Abilities:

- Sound knowledge of all functions of the Fire Department including administration, operations, training, fire prevention, emergency management and fleet/mechanical.
- Knowledge and understanding of the Fire Services Act, Emergency Program Act, Municipal Bylaws, industry standards and related Federal/Provincial statutes and regulations.
- Thorough knowledge of Oak Bay Fire Department and mutual aid operations including CREST radio communications and the ability to function in a command or support capacity in the incident command system.
- Ability to inspire organizational change through effective leadership, critical thinking and supporting a positive workplace culture.
- Ability to deal tactfully and effectively with elected officials, internal departments, external agencies and the public.
- Ability to provide effective leadership in stressful situations and resolve conflict.
- Ability to work under pressure, manage a variety of projects simultaneously, establish priorities and meet tight deadlines.
- Ability to analyze business needs and think strategically.
- Ability to establish divisional goals and objectives that align with organizational vision and provide leadership in achieving those goals.
- Ability to develop and mentor staff to support department and divisional succession planning.
- Ability to work collaboratively, maintain and establish effective relationships including providing direction and management in a variety of activities.

- Sound knowledge of the Collective Agreement, human resource practices and occupational health and safety requirements.
- Thorough knowledge of fire department operational guidelines, bylaws and operating practices.
- Ability to analyze and interpret data, formulate recommendations, write concise reports and implement action plans.
- Sound judgement and problem-solving skills.
- Strong customer service focus and the ability to resolve customer and citizen complaints.
- Strong knowledge and ability with the EComm hosted records management systems (RMS) and software packages including Vector Solutions, roster and equipment management and MS Office.

Qualifications and Experience

- Ten years progressive experience in a municipal fire or emergency service
- NFPA 1021 Fire Officer III certification
- First Responder Certification
- Grade 12 or equivalent
- Possession of a valid Class 3 BC Driver's License with Air Brake endorsement
- An equivalent combination of education and experience may be considered.

Desirable Knowledge, Training and Experience

- Certificate or Diploma in a related field such as:
 - Fire Executive Management
 - Leadership
 - Labour Relations
 - Human Resources
 - Business and/or Public Administration
 - Emergency Management
 - Fire Prevention

In addition, candidates are expected to have supplemented their professional development with additional courses/curriculum.

Organizational Standards:

- Support and uphold the established policies and objectives of the municipality and the division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental policies, procedures, and guidelines.
- Maintain the performance levels set by the department and/or division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council, and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.