



# DEPUTY FIRE CHIEF OF TRAINING & OPERATIONS

Exempt - Full Time

## Join our Team!

Nestled on the eastern shores of spectacular Vancouver Island the Town of Ladysmith has a population of approximately 9,000 people, provides an inviting small town atmosphere and yet, is only a short commute to all the amenities of a major urban centre. Residents enjoy excellent community and recreational facilities and year round opportunities for outdoor enthusiasts.

## Posting Date

June 5, 2025

## Application Deadline

June 27, 2025

## Application Information

Visit [ladysmith.ca/careers](https://ladysmith.ca/careers) to view the job description for a full list of qualifications.

Are you interested in joining our team? If your background mirrors our requirements, we'd love to hear from you. Please submit a cover letter and resume in confidence to:

Trish McConnell,  
Manager of Human Resources  
[careers@ladysmith.ca](mailto:careers@ladysmith.ca)

Competition #2025-16

### Position Overview

Reporting to the Fire Chief/Manager of Protective Services, the Deputy Fire Chief of Training and Operations, is responsible for overseeing fire department operations under the guidelines provided. This role includes administrative and supervisory duties across operations, fleet management, equipment, facilities, training and personnel management. Additional responsibilities may be assigned as required.

General responsibilities include, but are not limited to, planning, developing, coordinating, supervising, evaluating fire department training programs, and staff development activities. Strong leadership and management competencies are essential, as the role requires significant initiative, independent judgement, and decision-making abilities. This position assumes the Fire Chief's duties in their absence. Works hours will vary based on operational needs, including meetings, training schedules and the availability of paid on-call firefighters.

### Qualifications

- To ensure success, the incumbent will have completed grade 12 and have a minimum of five (5) years' progressive related experience working in a public sector, local government environment in Fire Service, including two years or more experience in a Chief Officer position.
- Preference for those having worked in an exempt or unionized municipal, provincial, or similar setting, leading day-to-day operations of fire services. Comparable combinations of education and experience may be considered.
- NFPA1021 Fire Officer Level 2
- NFPA 1041 Fire Instructor Level 2
- Response area residence, an ability to work varied hours
- Must have a valid B.C. Class 3 Drivers License with air brake endorsement is required.
- Emergency Medical Assistant First Responder License (current)
- Demonstrates proficiency in facilitating learning through effective instructional techniques and evaluation methods. Skilled in the preparation of lesson plans, guide sheets, and training manuals, as well as the development of instructional material and procedures. Capable of establishing training objectives and assessing developmental needs to enhance learning outcomes.
- Possesses proficiency in MS Office Suite, including Outlook, Excel, Word, Powerpoint, utilizing these tools for document creation, data analysis, presentations, and communications to support operational and administrative functions. Experience with a fire department records management software such as Fire Pro is considered an asset.
- Experience working in a public sector, local government environment.
- Knowledge of the BC Structure Firefighters Minimum Training Standards.
- Knowledge of the operation and maintenance of fire fighter apparatus and equipment.
- NFPA 1031 Fire Inspector certification, demonstrating expertise in fire inspection, code enforcement and, and fire prevention best practices to enhance safety and regulatory compliance, NFPA 1033 Fire Investigator considered assets.
- Certification as an evaluator with a provincial training academy is considered an asset.

### Additional Information

- Town of Ladysmith offers a competitive salary and excellent benefits package, a supportive team-oriented work environment and opportunities for career and professional development
- Employees currently receive Wellness Initiatives, including use of facilities at Frank Jameson Community Center
- Hours of work: 35 hours/week
- Start date: September 8, 2025
- Salary Range: \$88,225 - \$105,036
- Applicant must provide proof of legal eligibility to work in Canada