

TITLE:	DEPUTY FIRE CHIEF OF TRAINING AND OPERATIONS
DEPARTMENT:	PROTECTIVE SERVICES
DIVISION:	CORE SERVICES
CATEGORY:	EXEMPT
BAND:	BAND 3

GENERAL ACCOUNTABILITY

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.

JOB CONTEXT

The Deputy Fire Chief of Training and Operations plays a crucial role in fire department leadership, focusing on both operational management and firefighting training. This role requires liaison with the exempt management team, officials of public safety and emergency response agencies, and the general public regarding operational aspects of fire and rescue operations. Functions and duties are completed in both an office environment and within the field when providing active response to fires and other emergency incidents, including first response medical emergencies.

This position supports the provision of records, evaluations and the development of new programs as needed. It is responsible for conducting specialized training sessions for POC members and recruits, fostering team-building initiatives, and guiding officers and firefighters through comprehensive training programs. Evaluation criteria include leadership and training effectiveness, the impact of departmental training initiatives and overall performance in primary duties and responsibilities.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Provides strategic advice and operational support to the Fire Chief/Manager of Protective Services, assisting with administrative and technical matters as needed, while contributing to the development and implementation of departmental policies, procedures, and regulations.
- Manages firefighter compliance to Fire Rescue Service policies, procedures and operational guidelines.
- Offers guidance, support and direction to Officers on operational and administrative matters.
- Collaborates with Fire Chief/Manager of Protective Services and Human Resources Manager in matters related to recruitment, promotional competitions, confidential personnel issues and disciplinary actions.
- Prepares administrative and operational reports, records, and correspondence while assisting with budget preparation and management.
- Engages in fire prevention and fire safety campaigns while fostering strong public relations for the department.
- Participates in the preparation and implementation of municipal and regional emergency plans, supports Emergency Operations Centres as required.

- Prepare written safe work and emergency procedures and evaluate work prior to commencing to assess safety and logistics.
- Develops short and long-term training objectives and programs in collaboration with officers ensuring alignment with operational needs, regulatory requirements and applicable industry standards. Develops training lesson plan material and curriculum and maintains department training facilities, equipment, and resource material.
- Collaborates with Fire Chief/Manager of Protective Services and Fire Officers to facilitate training delivery and oversee member certifications and third-party training, including speciality programs and instructor activities.
- Works in partnership with Human Resources to support firefighter recruitment and selection process.
- Coordinates in collaboration with the Fire Chief/Manager of Protective Services in the development of recruit training programs, conducting skills assessments and evaluations of recruits and administers examinations to ensure competency and firefighter readiness.
- Manages the training record system, reviews training reports and updates from Officers, and assists in time management to ensure quarterly training objectives are met.
- Instructs or coaches department officers in NFPA 1041 Fire Service Instructor competencies to ensure successful delivery of training at the crew level.
- Researches advancements in operational technology and recommends programs and procedures for implementation.
- Responds to fires and other emergency incidents, including first response to medical emergencies, and direct activities as necessary.
- Participates in scheduled and weekend training sessions.
- Performs weekend standby and duty officer responsibilities as required.
- Performs other duties as assigned.

People Management

- Fosters a positive, diverse and inclusive work environment by promoting equity, respect, and collaboration among all team members.
- Works in collaboration with the Fire Chief/Manager of Protective Services to ensure firefighter compliance with Town bylaws, policies, and collective agreements promoting accountability and alignment with municipal regulations and workplace standards.
- Provides leadership in firefighter supervision, direction, and development, ensuring performance aligns with the Town's goals and objectives.
- Collaborates with the Fire Chief/Manager of Protective Services to promptly address noncompliance matters within the fire service, ensuring adherence to Town of Ladysmith's policies and best practices. When necessary, will escalate issues to the Human Resources Manager for further resolution.
- Leads the orientation process for new firefighter recruits, conducting performance reviews in order to provide timely and constructive feedback, to support a smooth transition into the fire department through comprehensive training, guidance and mentorship.
- Ensures safe work procedures and guidelines are seamlessly embedded into the routines of the firefighters providing Town fire services reinforcing a strong culture of safety, accountability and regulatory compliance. Ensures that full and accurate records relating to operational members are maintained.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- 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
- 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.

REQUIRED COMPETENCIES

Presenting and Communicating Information

Demonstrates an ability to communicate effectively in a wide variety of methods and situations applying diplomacy and interpersonal skill.

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results. Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Knowledge and Expertise

The ability to make use of the skills, knowledge, and professional proficiencies required by the position, and the use of this expertise to serve the objectives of the Fire Service.

Organizational Awareness

Demonstrates understanding of the organization – including politics, plans, policies, systems and structure – and uses this knowledge to improve both personal and team effectiveness.

Conflict Management

Demonstrates a leadership ability to intervene effectively in conflict situations, focusing on common objectives and maintaining productive relationships by understanding the underlying interests of others.

Attention to Detail

Demonstrates attention to accuracy, completeness, and timeliness in tasks, approaching work in a disciplined and orderly fashion.

Results Oriented

Demonstrates a consistent focus on achieving results despite challenges or obstacles, demonstrating a concern for meeting expectations and achieving or surpassing standards of excellence. Regularly reviews personnel priorities and plans, adjusting goals as departmental and overall organizational goals change.

Valuing Diversity The ability to promote a workplace where diversity is welcomed, valued, and expressed in practice.