

EMPLOYMENT OPPORTUNITY

Deputy Chief, Training & Prevention

Permanent Full-Time | External
Fire Services
Competition No.: 2024-1031



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Demonstrated expert-level knowledge of modern firefighting and fire prevention methods, incident command systems, apparatus and equipment.
- Ability to develop, organize and successfully deliver firefighting training programs in line with the British Columbia Structure Firefighting Minimum Training Standards.
- Able to perform the physical duties of the Paid-on-Call Firefighter role.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2024-1031 in the subject line of your email to ensure proper processing.**

Applications will be accepted until:
4:00 pm, on November 19, 2024

Date Posted: November 5, 2024

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check including a Vulnerable Sector Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Deputy Chief, Training and Prevention with the Nanoose Bay Volunteer Fire Department (NVFD).

Reporting to the Community Fire Chief, NVFD, the Deputy Chief, Training and Prevention is responsible for the development and management of the training and prevention program for the Nanoose Volunteer Fire Department, to ensure firefighters are trained and prepared to respond to incidents, and that loss of life, damage to property or injury due to an emergency incident, is prevented and/or minimized. Under the direction of the Community Fire Chief, the Deputy has functional responsibility for all training within the department.

QUALIFICATIONS

Required experience includes minimum five (5) years as a senior officer in the fire service in a managerial/supervisory role plus considerable firefighting experience at the Officer and Incident Commander level. Required qualifications include ICS 300 (or higher) preferred, NFPA 1021 Standard for Fire Officer Qualifications Level I, NFPA 1001 – Professional Qualifications for Firefighter – Level II, NFPA 1041 – Fire Service Instructor – Level II (or higher), NFPA 1521 – Incident Safety Officer, NFPA 472 – Hazardous Materials – Operations, and BC EMALB First Responder Licensed (including AED and CPR) with preference to First Responder Instructor certificate. See the job description below for a full list of required qualifications.

For reasons of operational efficiency and effectiveness in the delivery of emergency services, the Deputy must reside within the boundaries of the Fire Protection Service Area or within ten (10) minutes of the main fire hall, to allow for reasonable response times.

POSITION DETAILS

This is a permanent full-time exempt position offering 35 hours per week with a salary range of \$80,733 to \$89,703. This position offers a competitive benefits package including employer paid extended health and dental coverage, employer matching contributions to the Municipal Pension Plan, and the option to participate in the RDN's flex days program.

POSITION TITLE: DEPUTY CHIEF, TRAINING AND PREVENTION

REPORTS TO: Community Fire Chief

DIRECT REPORTS: Paid-on-Call Captains/Lieutenants

POSITION SUMMARY

Reporting to the Community Fire Chief, the Deputy Chief, Training and Prevention is responsible for the development and management of the training and prevention program for the respective fire department, to ensure firefighters are trained and prepared to respond to incidents, and that loss of life, damage to property or injury due to an emergency incident, is prevented and/or minimized. Under the direction of the Community Fire Chief, the Deputy has functional responsibility for all training within the department.

For reasons of operational efficiency and effectiveness in the delivery of emergency services, the Deputy Chief Training and Prevention must reside within the boundaries of the Fire Protection Service Area or within ten (10) minutes of the main fire hall, to allow for reasonable response times.

MAJOR DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and during Fire Department activities, and generally promotes a safe work environment.
- Act as Duty Officer in rotating shifts, supporting operations and volunteers, fire suppression, Rescue, Medical aid, and all other incident call outs including an expectation to be on-call, and working a flexible schedule to meet operational requirements (including holidays, weekends, and evenings).
- Develops duty officer schedules and training, enrolling and guiding officers and senior firefighters in professional development opportunities.
- Develops annual training program and lesson plans and oversees weekly training initiatives, to ensure appropriate training for all members, including new recruits.
- Ensures accurate and current training activities are recorded in the appropriate database(s) and personnel files, including distributing training records to the appropriate training agencies. Where necessary, updating and/or creating new personnel files and records.
- Organizes and schedules organizational training opportunities for officers and firefighters.
- Supports the implementation of fire prevention education and awareness programs with the public as appropriate.
- Assists the Chief in the preparation of the annual operational budgets, including primary responsibility for the annual training/training-equipment budget and manages expenditures in accordance with approved budgets and budgeting guidelines.
- May be required to perform Fire Investigations and Voluntary Fire inspections as a appointee of the Regional District of Nanaimo.
- Supports Fire Fighters in preplanning duties and assist other staff with preplanning, as required.
- Performs or assists with fire/incident investigations.
- Fills in for Fire Chief when they are absent, assumes responsibility for Fire Department in their absence and other leadership and supervisory responsibilities as required.
- Schedules, develops, prepares and/or presents for public education or engagements. Follows all policies, procedures, and standards of the RDN.
- Working in collaboration the Communication's Coordinator, engages and posts on social media platforms.

Job Description

- In collaboration with the Chief, ensures that inquiries regarding the Fire Department's activities or responsibilities are handled professionally, promptly, efficiently, and effectively.
- Participates in local and regional emergency planning processes. In an emergency that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
- May be appointed by the Regional District of Nanaimo to preform *Fire Investigations* and *Fire Inspections* as required by the *Fire Safety act of British Columbia 2024*.
- Maintains current knowledge of the requirements and standards established by local, provincial, federal, and standard developing agencies, e.g. Local Government Act ("LGA"), Freedom of Information and Privacy Protection Act ("FOIPPA"), British Columbia Fire Code, Dangerous Goods Emergency Response Guide, National Fire Codes, British Columbia Fire Service Minimum Training Standards for Firefighters & Officers, Fire Safety Act, BC Fire and Building Codes, RDN Bylaws, Wildfire Act and Regulation, WorkSafe BC and Operational Guidelines, and policies.
- Performs other related duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum five (5) years as a senior officer in the fire service in a managerial/supervisory role.
- Considerable firefighting experience at the Officer and Incident Commander level.
- ICS 300 (or higher) preferred.
- NFPA 1021 Standard for Fire Officer Qualifications Level I.
- NFPA 1001 – Professional Qualifications for Firefighter – Level II.
- NFPA 1041 – Fire Service Instructor – Level II (or higher).
- NFPA 1521 – Incident Safety Officer.
- NFPA 472 – Hazardous Materials – Operations.
- BC EMALB First Responder Licensed (including AED and CPR) with preference to First Responder Instructor certificate.
- Valid BC driver's license, Class 3 (or willing to obtain within 6 months) with Air Endorsement required, satisfactory driving record with no more than 6 points.
- Satisfactory Vulnerable Sector Criminal Record.
- Able to perform the physical duties of the Paid-on-Call Firefighter role.
- Demonstrated expert-level knowledge of modern firefighting and fire prevention methods, incident command systems, apparatus, and equipment.
- Ability to develop, organize and successfully deliver firefighting training programs in line with the *British Columbia Structure Firefighting Minium Training Standards*.
- Ability to prepare and present reports and develop short-term and long-range plans, goals, objectives, and subsequent programs.
- Incident management skills including the ability to take full command at an emergency incident.
- Ability to supervise a team, provide direction, support and be responsive to the unique needs of Paid on Call firefighters.
- Comprehensive knowledge of fire service operations, emergency management, Incident Command System, and the British Columbia Emergency Response Management System including sound knowledge of relevant acts, regulations and standards governing the activities of the Fire Department and Provincial Fire Commissioner.
- Professional communication skills with the ability to work effectively with a variety of stakeholders including Fire Chiefs, volunteers, government and non-profit agency representatives and the public.
- Ability to review and critically analyze complex situations and identify the ramifications of proposed options and responses, including dealing effectively with people in critical or difficult situations.
- Ability to develop and maintain positive and collaborative relationships with stakeholders, volunteers, employees, elected officials, and members of the community including an understanding of cultural and political environment.

Job Description

- Ability to communicate effectively both verbally and in writing including, where necessary, effective public relations and public speaking skills.
- Effectively manages time and projects to meet deadlines and make decisions in accordance with the applicable regulations, policies, and procedures and to set priorities and perform duties under minimal supervision, working in a confidential manner and exercising discretion.
- Demonstrated effective problem solving, conflict resolution, and customer service skills.
- Proficient knowledge of applicable computer programs, including Microsoft Office Suite required, experience with databases such as FirePro and SharePoint considered an asset.
- Mechanical acumen (emergency vehicle operations, preventative maintenance, drafting operations, and apparatus maneuvering etc.).
- Knowledge in municipal water systems and rural tender operations.