



Proudly serving Gabriola since 1968

Job Description

Deputy Fire Chief

Gabriola Fire Protection Improvement District

TITLE OF IMMEDIATE SUPERVISOR: Gabriola Island Fire Chief

TITLE OF IMMEDIATE SUBORDINATES: Volunteer Firefighters

SUMMARY OF POSITION:

Reporting to the Department Fire Chief, the Deputy Fire Chief will supervise personnel engaged in firefighting and rescue activities and manage all operational functions and training and Prevention programs within the Gabriola Volunteer Fire Department.

ROLES AND RESPONSIBILITIES:

- The Deputy Fire Chief, under the direction of the Fire Chief manages, organizes, directs, and controls all training programs within the department.
- The Deputy Fire Chief supervises the development and implementation of both the core maintenance training program and recruit training program ensuring that the training programs meet the applicable BC Firefighter Training Standards.
- The Deputy Fire Chief, under the direction of the Fire Chief manages, organizes, and directs the prevention programs.
- The Deputy Fire Chief will oversee all fire inspections.
- Assist in the establishment and implementation of the Operational Guidelines based on the requirements of the Office of the Fire Commissioner, WorkSafe Regulations and Department needs.
- Direct "on scene" firefighting and rescue operations of fire department personnel in accordance with WorkSafe Regulations and Operational Guidelines.
- Assist in the preparation of the annual training, operating budget, and long-range capital planning.
- Assist in the preparation of the annual prevention operating budget.
- Ensure that all GVFD (Gabriola Volunteer Fire Department) policies and procedures are adhered to and assist in developing policy and procedures as the Board of Trustees recommend or change to achieve assigned objectives regarding response, training, prevention, and maintenance programs.
- Assist with the specification and acquisition of firefighting apparatus, vehicles, firefighting equipment, and personal gear.
- Participate in the District Emergency Planning process.
- Assists with Firefighter recruitment.
- In consultation with the Fire Chief that complaints regarding department members, response activities or general operational issues are handled promptly, effectively, and efficiently and with courtesy.
- Participate in weekly Tuesday night training sessions.
- Participate in monthly officer meetings.
- Participate in monthly trustee meetings.
- Participate as a member in the Fire Chiefs Association of British Columbia.



Job Description

Deputy Fire Chief

Gabriola Fire Protection Improvement District

- Assumes overall responsibilities of the Department in the absence of the Fire Chief.

REQUIRED QUALIFICATIONS:

- Secondary School Graduation Certificate.
- FireSmart LFR (Local FireSmart Representative)
- NFPA 1001 – Firefighter 2
- NFPA 1021 – Fire Officer 2
- NFPA 1041 – Fire Service Instructor 2
- NFPA 1031 – Fire Inspector 1
- NFPA 1521 – Incident Safety Officer
- Incident Command System (ICS) – 200
- EMR- Emergency Medical Responder
- Experience as an Officer with at least 5 years' experience in the Fire Service during which time satisfactory levels of leadership and professional qualities have been shown. Extensive knowledge of Fire Department Operational Guidelines, policies, procedures and applicable Provincial Codes and Acts, WorkSafe Regulations, training standards, and GVFD Policies, B.C. Building Codes, B.C. Fire Codes and Bylaws.
- Supervisory experience, particularly knowledge of the principles and practices of effective supervision, training, and discipline of volunteer personnel at a progressively responsible level within the fire service.

ADDITIONAL KNOWLEDGE AND SKILLS:

- Thorough knowledge of applicable NFPA Standards and WorkSafe Regulations.
- Familiarity with Fire Fighting training materials, methods and programs and the ability to assist and supervise the development, writing and implementation of training programs.
- Ability to communicate effectively verbally and in writing to promote and maintain public relations internally within the department and externally with the public.
- Ability to assist with supervision and participate in the preparation of all necessary reports, records, and correspondence as well as the annual budget.
- Ability to establish and maintain effective working relationships with various civic and business officials, volunteers, GVFD staff and the public.
- Willingness to commit to continuing education, training programs and workshops.
- Possess a valid Class 3 driver's license with air brake endorsement
- Thorough knowledge of the community and Fire Protection Area.
- GABRIOLA VOUNTRER FIRE DEPARTMENT: This description contains the elements necessary for the job's identification and evaluation. It is not an exhaustive list of duties to be performed. Duties not listed should not affect any evaluation.