
	Colwood Fire Department OPERATIONAL GUIDELINE	
SECTION 7	REFERENCE	7.06.02
Subsection	Personnel – Terms of Reference	Page 1 of 3
Title	ASSISTANT FIRE CHIEF	

General Accountability

Reporting directly to the Fire Chief, the Assistant Fire Chief is a key part of the Colwood Fire senior management team. This position supports the high-level business functions and longer-term strategic planning of the department. This role requires a decisive, strategic thinker, who has demonstrated leadership skills and experience, problem-solving abilities, excellent communication, change management, teamwork, negotiation, and interpersonal skills.

The Assistant Fire Chief is part of the fire department’s emergency operational response team and plays an integral part in the day-to-day staffing model. This position is required to possess the knowledge, skills and experience to act as a functioning operational team member.

As a member of the Colwood Fire senior management team, the incumbent will be assigned a portfolio of departmental responsibility to lead in Operations and Training however portfolio assignment will change from time to time at the direction of the Fire Chief and dependent on operational need.

Additional leadership expectations within the Fire Department and broader City of Colwood management team include consistently modelling, promoting and ensuring adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

NATURE AND SCOPE OF WORK

- Respond to fires and other emergency incidents as part of the departments operational response model to provide initial response activities, along with operational and tactical support of fire department personnel.
- Serves as an on-call Duty Chief on a rotational basis to provide senior leadership, strategic and tactical support of fire department personnel as well as providing support to regional departments during emergency incidents when required.
- Serves as a Chief Level Officer, to ensure effective emergency operational response is maintained or alternative measures are established to ensure the appropriate levels of emergency response to the City of Colwood; provides managerial oversight to ensure the health and safety of all fire department personnel.
- Maintains and promotes the department’s Occupational Health & Safety Program and a safe workplace by ensuring the adherence to WorkSafe BC regulations and applicable standards; conducts incident and accident investigations, including near miss events as primary management representative.
- Reviews, develops and maintains department’s operational guidelines, policies and memorandums.
- Assists all divisions with fire and operational planning programs to highlight potentially complex operational issues.

- Prepares administrative and operational reports, records and correspondence.
- Supports the Fire Chief on complex human resources matters including labour relations, grievance administration, disciplinary proceedings, union-management meetings, collective bargaining, operation initiatives, programs, standards and policies.
- Manages and motivates assigned subordinates; evaluates performance, recommends development and as required, holds subordinates accountable for performance and takes progressive disciplinary steps as defined by policies.
- Serves as a part of the City's Senior management team and attends regular meetings including relevant City Council or Committee to Council meetings along with other meetings as directed by Fire Chief.
- Perform duties of the Fire Chief in their absence, when required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of modern firefighting, rescue, emergency medical assistance, hazardous materials, response, fire prevention and investigation methods, techniques and procedures.
- Extensive knowledge of Incident Command System principles and practices including; Site level, Department Operations Center and Emergency Operations Center.
- Considerable knowledge of the operation and maintenance of firefighting and fire protection equipment and apparatus and ability to demonstrate use of the same.
- Considerable knowledge of Federal or Provincial acts or regulations, codes and standards along with municipal bylaws, City of Colwood and Fire Department policies, procedures and guidelines.
- Considerable knowledge of the City, including its geography, manufacturing and commercial complexes, institutions and residential buildings is required.
- Ability to work in a team-oriented manner to assist the Fire Chief in the administration of the fire department, providing leadership and assisting in implementing long range plans and programs.
- Ability to organize, coordinate and direct fire department operations, and to plan, assign and supervise the work of personnel engaged in operations, training and fire prevention initiatives.
- Ability to promote and maintain discipline and harmony, exercise good judgement and always provide a high standard of leadership and exemplary conduct.
- Ability to speak in public and maintain effective working relationships with internal and external contacts and the general public.
- Ability to prepare clear and concise oral, written, and computer-generated reports, operational guidelines and procedures.
- Strong analytical skills and a track record of implementing best practices and workplace improvements.
- A high degree of initiative, independent judgment and ability to plan, review and supervise, both directly and indirectly, a range of employees, consultants and contractors.

- Ability to maintain the confidentiality of information related to the function of the position.
- Demonstrated ability using computers; proficient with Microsoft Office products preferred.

REQUIRED TRAINING, EXPERIENCE OR CERTIFICATONS:

REQUIRED QUALIFICATIONS

- Minimum 10 years fire suppression experience (minimum of 5 years at the Officer rank)
- NFPA 1021 – Fire Officer III Certification
- Incident Command System (ICS) 400 Certification
- Emergency Medical Assistant or Emergency Medical Responder Certification
- Valid BC Driver’s License Class 3 with Air Brake Endorsement (15)
- Available for rotational after hours on-call duty with a maximum emergency incident response time of 20 min from the time of notification to on scene.
- An equivalent or comparable combination of education and experience may be considered.

PREFERRED QUALIFICATIONS

- NFPA 1041 – Fire Service Instructor
- NFPA 1031 – Fire Inspector
- NFPA 1033 – Fire Investigator
- Demonstrated experience in managing fire department operations, including employee and labour relations within a unionized environment
- Demonstrated experience in the development, coordination and delivery of fire department training and regional training initiatives.
- Experience working with volunteer or Paid on Call Firefighters
- Experience working in a unionized environment

Date of Issue: October 11, 2024

Fire Chief:



Reviewed with Membership: (Date) _____ (Officer Initial) _____

Reviewed with Membership: (Date) _____ (Officer Initial) _____