

GREAT CITY, GREAT WORK, GREAT FUTURE!

CAREER OPPORTUNITY

DEPUTY FIRE CHIEF

New Westminster Fire & Rescue Services



Located at the centre of Metro Vancouver, the City of New Westminster delivers a broad spectrum of urban services to over 77,000 residents. We've earned a proud reputation for civic leadership, service delivery, and outstanding employee relations. The City of New Westminster is recognized throughout North America as a customer-focused, flexible, innovative, and diverse organization that works to improve the quality of life of city residents.

New Westminster Fire & Rescue Services is one of the oldest fire departments in British Columbia. We are dedicated to being on the forefront of technology, fire suppression methods, medical care as well as dangerous goods response and technical rescue. Our emphasis on diversity, honour, respect, and teamwork helps us achieve our goals. By joining New Westminster Fire & Rescue Services you will be dedicated to providing fire protection to life and property as well as providing other rescue and safety services. We offer our employees great work-life balance, competitive salaries and benefit plans, education and training opportunities, and challenging and rewarding work.

Position

New Westminster Fire & Rescue Services (NWFRS) has an exciting opportunity for an accomplished fire service leader to become a part of the NWFRS exempt senior management team. The position of Deputy Fire Chief encompasses broad-based knowledge, skills, and ability relating to the Fire Department and municipal management, and supports succession planning

The Deputy Fire Chief will play a critical leadership role in achieving the Fire Department's and the City's goals and objectives, including the promotion of Inclusion and Diversity, Engagement, Reconciliation, and Innovation.

Reporting to the Fire Chief, the Deputy Fire Chief is accountable for key high-level business functions that support administrative and operational programs, services and emergency response activities. The Deputy Chief acts for the Fire Chief during absences and is available for rotational on-call duty shifts as assigned. Performance is evaluated in terms of effective leadership, attainment of stated management objectives and standards and reinforcement of the Fire Department's Mission, Vision and Values.

MAJOR ACCOUNTABILITIES

Support Role

- Supports and implements the vision and direction of the Fire Chief and New Westminster Fire & Rescue Services in a positive manner.
- Supports the Fire Chief on human resources and labour relations matters including: grievance administration, applying corrective behaviours up to and including termination, union-management meetings, investigations, collective bargaining, performance management, and wellness and attendance management.
- Supports emergency response and incident management through Incident Command System (ICS) role at the site level, or through Department Operations Centre (DOC) or Emergency Operations Centre (EOC) as required.
- Provides reasoned and balanced advice, background information and briefing materials to a variety of stakeholders.
- Maintains communication, ensuring the Fire Chief is apprised of operational developments that relate to the interests of NWFRS.
- Serves as a participating member of assigned diverse boards, committees and organizations either within NWFRS, the City of New Westminster or relevant stakeholders, customers and the community at large.

Leadership

- Provides administrative and operational leadership to staff in service and delivery areas of fire administration, public safety and prevention, fire suppression, communications, fleet services and emergency management programs.
- Takes a leadership role in managing employee performance and development.
- Directs Fire Company Officers on matters related to daily operations, staffing, work assignments, training, motivation, coaching, performance evaluation and leadership.
- Participates in recruitment, orientation and training of new staff in accordance with NWFRS policy and procedures.
- Assumes a leadership and project management role as assigned on special projects. Ensures project accountability including: work plan development, continuous productivity, progress benchmarks and outcomes.
- Prepares guidelines for work performance, expenditures and use of resources.
- Serves as a role model for effective public participation and relationship building with community stakeholders.

Operations

- Participates in strategizing and executing short and long term divisional and individual goals and objectives involving project, business and budget planning.
- Participates in investigations.
- May be required to participate in the preparation and management of department finances.
- Responds to high risk emergency incidents as required and where appropriate may assume incident command functions.

- Monitors operational resource allocation including deployment of fire equipment and apparatus.
- Ensures policies, procedures and standards are consistently applied and adhered to.
- Builds relationships and ensures collaboration with other City departments regarding initiatives that may have multi-department involvement.
- Provides operational leadership in the areas of public safety & prevention division, emergency operations; incident response and management; specialized teams, planning, logistics, infrastructure and capital programs.

QUALIFICATIONS AND MINIMUM REQUIREMENTS

- Post-secondary degree in a related field of study plus ten years of progressive experience in a municipal fire service, or an equivalent level of knowledge and experience.
- Demonstrated leadership experience including a certificate in Fire Service Leadership or Administration.
- Legally entitled to work in Canada.
- Possession of a valid B.C. Driver's License with Class 3 endorsement.
- NFPA 1021 Fire Officer III certification.
- Incident Command Level 300.
- Sound supervisory experience as a Fire Officer or an equivalent combination of education, training and experience within the Fire Operations/Management field.
- Demonstrated computer competency in related business and office suite software programs.
- Demonstrated business writing competency including briefings, memorandums and reports.
- Available for rotational after-hours on-call duty with a maximum emergency incident response time of 30 minutes from time of notification to on-scene.

NWFRS is looking for an individual who aspires to promote positive change in a dynamic organization and community. If you meet the above qualifications, please apply by sending your resume, quoting completion #20-36, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9 by e-mail to hr@newwestcity.ca.

Applications must be received by 5:00 pm (PST) on the closing date of Tuesday, March 31, 2020.

The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada