



**DEPARTMENT:** New Westminster Fire & Rescue Services

**STATUS:** Permanent Full Time

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. Reporting to the Deputy Fire Chief, the Assistant Deputy Fire Chiefs are accountable for key high-level business functions that support administrative and operational programs, fire prevention and emergency response activities.

#### KEY ACCOUNTABILITIES INCLUDE

##### 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.
- Assumes a leadership and project management role as assigned on special projects.
- 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.
- 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.
- Will be required to fulfill an operational role as the on-call duty chief to support Fire Operations.

##### 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 and/or Deputy Fire Chief on human resources and labour relations matters including: grievance administration, applying corrective approaches, union-management meetings, investigations, collective bargaining, performance management, and wellness, disability 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 and Deputy Fire Chief are apprised of operational developments that relate to the interests of NWFRS and the City of New Westminster as a whole.
- Serves as a participating member of on number of diverse boards and committees.

##### THE IDEAL QUALIFICATIONS FOR THIS POSITION ARE AS FOLLOWS:

- Post-secondary degree, in Business Administration, or an industry related field, supplemented with a minimum of 5 years of experience in a senior leadership and/or progressive supervisory responsibility in the Fire Service. A combination of formal education and experience as acceptable to the employer may be considered.
- Strong interpersonal skills to establish and maintain trust-based working relationships with internal and external stakeholders.
- Strong oral and written communication skills to research, prepare, and present reports, correspondence, and presentations.
- Ability to demonstrate initiative, adaptability, confidentiality, and sound judgement.
- Strong work ethic, integrity, and people leadership skills.
- Demonstrated computer competency in related business and office software programs.
- 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.
- Legally entitled to work in Canada.
- Possession of a valid B.C. Driver's License.

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by February 4th, 2022** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-13**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*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.*