



The City of Grand Forks – Job Posting

Position Title: Deputy Fire Chief of Operations & Training

Department: Emergency Services

Position Type: Full Time Regular, Exempt

Hours of Work: 40 hours per week

Salary: \$80,000 - \$100,000 Year

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible opportunity for a motivated individual to help lead a composite department comprised of three full-time Chief Officers and up to 50 dedicated, committed, and highly motivated volunteer firefighters operating out of three fire halls.

Under the direction of the Fire Chief, this position is responsible for day-to-day operations and training of Grand Forks Fire/Rescue, a full-service department providing fire suppression and prevention, medical response, and rescue services in a variety of disciplines.

The ideal candidate has a combination of education, training and 10 years' experience in the fire service covering areas of operations, training and administration, combined with a minimum of five (5) years' experience as a Company/Chief Officer or an equivalent combination of education and experience. This person brings demonstrated leadership and fosters positive relationship building skills through collaboration; considerable knowledge of fireground operations, day-to-day operations, training, and fire prevention; dealing with personnel in a volunteer environment, and a well-rounded understanding of local government legislation, codes and practices.

A complete job description is available on the City's website at www.grandforks.ca

Using the subject line "Deputy Fire Chief", please submit your resume and cover letter, in confidence, to Human Resources, City of Grand Forks, 7217-4th Street (PO Box 220), Grand Forks, BC, V0H 1H0, or by e-mail: corporate@grandforks.ca

Cover letters and detailed resumes, including references, will be accepted until 12:00 pm (noon) on Monday, June 17, 2024, or until a suitable candidate is found.

The City of Grand Forks appreciates the interest and effort of all applicants in applying for this position, however only those selected for an interview will be contacted.



Deputy Fire Chief Operations & Training

The City of Grand Forks is looking to add a key member to their leadership team. This is an incredible opportunity for a motivated individual to lead a composite department comprised of full-time Chief Officers and over 50 dedicated, committed, and highly motivated volunteer firefighters.

Grand Forks is known for its Okanagan weather and Kootenay lifestyle. We are a small community of friendly yet engaged citizens situated in a sunny river valley surrounded by mountains and lakes. There are opportunities for a diverse range of winter and summer outdoor recreation opportunities. From a small kid-friendly ski hill and accessible bike trails to extreme downhill biking, skiing, and backcountry adventure. Enjoy the food security delivered by the growing agricultural sector in the valley or the warmest tree-lined lake in Canada. We've got the weather, we've got the food, we've got the fun. What are you waiting for!

Corporation of the City of Grand Forks
PO Box 220
7217-4th Street
Grand Forks, BC V0H 1H0
250-442-8266



Job Description Deputy Fire Chief – Operations & Training

General Accountabilities

Reporting to and under the general direction of the Fire Chief/Manager of Emergency Services, the Deputy Fire Chief of Operations & Training is responsible for formulating, delivery and maintenance of quality fire and rescue training programs to maintain a professional and efficient fire protection service within the City of Grand Forks and contracted protection area. The Deputy Fire Chief of Operations & Training assists in the day-to-day operations and ensures that the activities of Grand Forks Fire/Rescue (GFFR) are aligned with the corporate and departmental vision, goals, and objectives as well as the City's culture and values. This role requires a broad combination of strategic leadership along with active involvement in the day-to-day operations of the department. The Deputy Fire Chief of Operations & Training also performs the duties of the Deputy Municipal Emergency Coordinator.

Specific Accountabilities

Administration

- Assist the Fire Chief in the direction of the day-to-day operations of GFFR in accordance with its policies, plans, and procedures, including the functions of fire suppression, fire prevention, public education, and medical aid and rescue services.
- Ensure that records are maintained on incidents of fire, injuries, and loss of property.
- Advise and make recommendations to the Fire Chief on all matters relating to fire fighting and training in accordance with Provincial legislation, WorkSafeBC OHS regulations, and City of Grand Forks Bylaws and policies.
- Work with the Regional District of Kootenay-Boundary (RDKB) and Emergency Social Services (ESS) in the event of a disaster, coordinate assistance with all required outside agencies.
- Assist the Fire Chief in planning operational and capital budgets, through the City's annual budgeting process.
- Assist in monitoring expenditures within budget parameters as established by the City of Grand Forks.
- Assist in developing and maintaining the Fire Department Operational Guidelines.
- Carry out administrative duties of the Fire Chief in their absence, including budget, management, and attendance at council meetings.

Operations

- Respond to fires and other emergency incidents, including first response to medical emergencies, and direct activities as necessary.
- Ensure all firefighters follow pertinent Operational Guidelines.

- Co-ordinate and supervise firefighting and related operations, supervise cleaning and maintenance of the hall, equipment, and apparatus, maintain discipline, and transmit orders and information to personnel while on duty.
- Assist with maintenance (daily/weekly) checks of all fire department vehicles and equipment. Maintain accurate records of all checks, malfunctions and repairs of vehicles and equipment.
- Assists the Fire Chief by providing technical advice, preparing reports, and providing support and assistance to subordinates on difficult or unusual problems.
- Assist with routine inspections of commercial, residential, institutional, and industrial buildings and premises to ensure adequate standards are maintained, issue notices or orders to rectify deficiencies.
- Assist with fire investigations for determining cause and origin, completing all reporting information.
- Assist with public education and fire prevention activities.
- Assist with the review of Fire Safety Plans.
- Assist with pre-incident planning as required.
- Holds LAFC designation and performs related duties within the fire protection area.
- Perform the duties of Deputy Municipal Emergency Coordinator.
- Participates in the on-call duty rotation as required.

Training

- Develop and maintain all necessary training programs, proficiency requirements and occupational health and safety programs for the Department; with specific respect to training required pursuant to the BC Structure Firefighter Minimum Training Standards. The Deputy Fire Chief will ensure that training and assessment for each member of the department is completed and recorded in alignment with the identified level of service.
- Provide technical advice to Fire Department Officers and Firefighters relating to training and attend Fire Department meetings as required.
- Develop and maintain accurate personal training records for each member of the fire department.
- Maintain all fire department incident call records and firefighter training records on a weekly basis.
- Develop a training program and ensure all newly recruited firefighters are trained to the fire department, BC Structure Firefighter Minimum Training Standards, and WorkSafeBC standards.
- Develop lesson plans for training and coordinate fire department practices.
- Prepare the training portion of the fire department training budget.
- Ensure appropriate training and development is provided to all fire fighters.
- Attend regular weekly and weekend training sessions throughout the year.
- Ensure that full and accurate records relating to operational staff and training are maintained.

- Maintain current membership in the BC Fire Training Officers Association and keep abreast of the latest methods of training in the use and application of firefighting, rescue, and medical equipment and material.

Personnel

- Promote a high level of morale among firefighters.
- Promote positive leadership among firefighters.
- Foster positive relationship building skills through collaboration.
- Assist with the recruitment, selection, and orientation of new fire fighters.
- Assist with performance reviews of all firefighters and officers and ensures they are conducted and documented annually.
- Assist in correcting, disciplining and/or dismissal of operational personnel, if required.
- Participate in exit interviews for departing staff.

Maintenance of Capital Assets

- Assist in development and maintenance of an acquisition and preventative maintenance plan to ensure that fire equipment and apparatus is acquired, monitored, and maintained in good working order.
- Assist in ensuring fire equipment and apparatus is regularly inspected and maintained.
- Assist in ensuring that required servicing for apparatus is performed in a timely manner to ensure emergency readiness.
- Assist in maintaining records and documentation to support mandatory certifications of equipment and apparatus.
- Make recommendations to the Fire Chief on the repair and/or replacement of equipment and apparatus.
- Assist in ensuring that the GFFR's buildings are kept in good repair and condition.

Peripheral Duties

- Attend the BC Training Officer's Conferences and meetings to keep abreast of current trends in the Fire Service.
- Other duties as assigned by the Fire Chief/Manager of Emergency Services.

Education & Certifications

- NFPA 1001 Firefighter Level 2.
- NFPA 1002 Fire Apparatus Driver/Operator-desirable.
- NFPA 1021 Fire Officer Level 2.
- NFPA 1521 Incident Safety Officer.
- NFPA 1031 Fire Inspector Level 1.
- NFPA 1033 Fire Investigator Level 1.
- NFPA 1041 Fire Service Instructor Level 1.
- NFPA 1072 Hazardous Materials Operations.
- Wildland Firefighting Crew Leader.

- Incident Command System Level 300.
- Emergency Operations Centre Training.
- Medical First Responder Level 3 with CPR-HCP, AED and spinal endorsement.
- British Columbia Class 3 Drivers License or equivalent.
- The successful candidate must submit a current criminal record check and drivers abstract that is acceptable to the employer.

Qualifications

- Minimum of ten years firefighting experience, five years of which must be at a company and/or chief officer level.
- Thorough knowledge in all aspects of fire, rescue, emergency management.
- Experience and success in developing and maintaining positive relationships with employees and other community stakeholders.
- Organizational habits to understand, realistically plan for, and meet deadlines, while adapting to changing demands and priorities.
- Demonstrated ability to speak and write clearly.
- Conflict resolution and presentation skills combined with the ability to work under pressure.
- Proficiency working in Microsoft Office Programs including Word, Excel, and Outlook as well as operational databases.
- Maintain a level of physical fitness to continuously perform all duties required in this position including, but not limited to, excellent cardiovascular fitness, bending, lifting, and carrying as required.
- Must reside within the department's response area.