

**DEPUTY CHIEF, HALFMOON BAY VOLUNTEER FIRE DEPARTMENT**

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**EXEMPT (Y/N):** Yes**SALARY LEVEL:** Exempt grid**REPORTS TO:** Fire Chief, HBVFD**APPROVED BY:** Senior Manager, Emergency & Protective Services**REPLACES:** *Deputy Chief, HBVFD***DIVISION:** Protective Services**DEPARTMENT:** Emergency and Protective Services**DATE:** May 2025*Date: April 2021*

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**SUMMARY:** Under the general direction of the Fire Chief, provides a broad range of operational, administrative and technical support to the Halfmoon Bay Volunteer Fire Department (HBVFD). Services include, but are not limited to training, public education, fire prevention, firefighting, fire suppression, and related emergency services and in assisting staff and volunteer firefighters in maintaining compliance with statutory requirements.

**KEY RESPONSIBILITIES** *include:*

1. Directs and participates in fire prevention, firefighting, training, inspection and investigation activities.
2. Supervises emergency operations involving the fire department and assumes command when necessary.
3. Assists with the administration of the fire department, including public relations functions, participating on various committees, contributing to special projects and presentations to elected officials.
4. Supports, provides leadership, liaises, and collaborates with volunteers, volunteer organizations, and others by overseeing the selection, performance, recruitment and retention of SCRD volunteers and through the development and enhancement of volunteer recognition programs.
5. Assists with or manages human resources matters as required, including but not limited to disciplinary action up to and including termination and career development of staff and/or volunteers, including the development of action plans to address the aforementioned.
6. Assists with planning, budgeting, organizing, directing and monitoring the activities and resources of the fire department.
7. Assumes the duties of the Fire Chief in his / her absence, including on call responsibilities as and when required.

**TYPICAL ACTIVITIES** *include:*

1. Assists with planning, developing, implementing and evaluating operations to improve fire protection service delivery.
2. Provides business and technical guidance to the Fire Chief relative to emergency response and operational readiness and ensures appropriate communication with key stakeholders.
3. Participates in civic programs and fire prevention campaigns, including the BC Fire Smart program, and assists special interest groups.
4. Develops reports, educational and resource materials for distribution/presentation to a variety of audiences and participates in and facilitates public presentations.
5. Acts as a resource to volunteers in conflict management and resolution of day to day problems and promotes a positive labour relations climate.

6. Assists with inspections and investigations as required, including the creation and updating of pre-incident plans and reports to the Office of the Fire Commissioner.
7. Stays informed of new trends, innovations, standards and guidelines in the field of fire suppression and prevention, first response emergency medical services and hazardous material mitigation.
8. Ensures ongoing compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
9. Performs the duties of the Employer Representative on Joint Health and Safety Committees.
10. Participates in the development and maintenance of departmental standard operating procedures relating to fire department operations and emergency response.

#### **QUALIFICATIONS, EDUCATION AND EXPERIENCE**

- Completion of Grade 12 or equivalent.
- Completion of NFPA 1001 Level II, NFPA 1021 Level II, NFPA 1031 Level I and NFPA 1033, along with a valid First Responder licence.
- Minimum of five (5) years of increasingly responsible experience within the fire service, including command of firefighting staff in emergency situations.
- Valid Class 5 driver's licence with air brake endorsement.
- An equivalent combination of education and experience may be considered.

#### **OTHER SKILLS/KNOWLEDGE**

- Advanced knowledge of the rules, regulations and policies governing the activities of the fire department, including the Provincial Playbook.
- Superior skills in oral and written presentation and training techniques.
- Proficient with standard software packages such as database and word processing software.
- Demonstrated skills in team leadership and development, including the ability to develop rapport, nurture and establish effective working relationships with volunteers, Regional District staff and external stakeholders with appropriate tact and diplomacy.
- Ability to motivate volunteer firefighters.
- Ability to manage competing priorities and to meet associated deadlines.