

**ASSISTANT CHIEF – PREVENTION  
GIBSONS & DISTRICT VOLUNTEER FIRE DEPARTMENT**

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

**SUMMARY:** Under the general direction of the Fire Chief, provides operational and administrative support to the Gibsons & District Volunteer Fire Department (GDVFD) that includes, but is not limited to, fire prevention, public education, firefighting, fire suppression, and other related emergency services along with assisting staff and volunteer firefighters.

**KEY RESPONSIBILITIES** *include:*

1. Directs and participates in the fire prevention activities of the fire department.
2. Supervises emergency operations involving the fire department and assumes command when necessary, including acting as the fire department duty officer on a rotational basis.
3. Assists with the administration of the fire department, including public relations functions, interacting with community groups, participating on various committees including the Joint Health and Safety Committee, and contributing to special projects.
4. Supports, provides leadership, liaises, and collaborates with business owners, public and private organizations, SCRD staff and others by overseeing the selection, performance, recruitment and retention of SCRD fire prevention staff, in accordance with applicable Regional District bylaws, policies, and statutory requirements.
5. Assists with or manages human resources matters as required, including but not limited to the development of action plans and career or professional development plans through to progressive disciplinary action, up to and including the termination of fire prevention staff, as required.

**TYPICAL ACTIVITIES** *include:*

1. Assists with planning, developing, implementing and evaluating fire prevention operations to improve fire protection service delivery.
2. Provides business and operational guidance to the Fire Chief relating 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 FireSmart 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. Serves as the Employer Representative on the Joint Health and Safety Committee, conducting worksite inspections, incident investigations, making associated recommendations for improvements to the workplace, and then ensuring corrective measures are implemented on a continuous basis.
6. Provides direct supervision and acts as a resource to fire prevention staff in conflict management and resolution of day-to-day problems in support of a positive labour relations climate.
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. Conducts formal performance evaluations and assessments, ensuring that corrective action including any required disciplinary action is taken as and when required.
9. Develops selection criteria and, as directed by the Fire Chief or designate, leads the recruitment and selection process of fire prevention staff.
10. Ensures ongoing compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
11. Develops lesson plans, schedules and organizes fire prevention and public education sessions and ensures accurate records are kept and maintained in accordance with established procedures.
12. Assists with payroll and scheduling of paid-on-call firefighters.

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

- Completion of Grade 12 or equivalent.
- Completion of NFPA 1001 Level II, NFPA 1021 Level III, NFPA 1031 and NFPA 1033 along with a valid First Responder licence.
- Valid Class 5 BC driver's licence with air brake endorsement.
- Minimum of five (5) years of increasingly responsible experience within the fire service, including command of firefighting staff in emergency situations.
- Preference may be given to relevant post-secondary course work and/or education in areas such as business administration, fire prevention, or human resources management.
- An equivalent combination of education and experience may be considered.

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

- Working knowledge of the rules, regulations and policies governing the activities of the fire department, including the Fire Safety Act.
- Skilled 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, establish effective working relationships with volunteers, Regional District staff and external stakeholders with appropriate tact and diplomacy.
- Ability to motivate staff and volunteer firefighters.
- Ability to effectively manage competing priorities in order to meet associated deadlines.
- Ability to communicate effectively both orally and in writing.