

**ASSISTANT CHIEF, ROBERTS CREEK VOLUNTEER FIRE DEPARTMENT**

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

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

**KEY RESPONSIBILITIES** *include:*

1. Directs and participates in the training activities of the fire department.
2. Assists in fire prevention/suppression, training, inspection and investigation activities.
3. Supervises emergency operations involving the fire department and assumes command when necessary.
4. Assists with the administration of the fire department, including public relations functions, participating on various committees, and contributing to special projects.
5. Supports, provides leadership, liaises, and collaborates with volunteers, volunteer organizations, and others by assisting with the selection, performance, recruitment and retention of SCRD volunteers and through the development and enhancement of volunteer recognition programs.
6. Assists with disciplinary action and career development of fire services staff and/or volunteers, including the development of action plans.
7. Assists with planning, budgeting, organizing, directing and monitoring the activities and resources of the fire department.
8. Performs the duties of the Employer Representative on the Joint Health and Safety Committee.
9. Oversees operational readiness by ensuring weekly apparatus are complete.
10. Assumes the duties of the Fire Chief, if absent or unavailable, 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 relating to emergency response and operational readiness and ensures appropriate communication with key stakeholders.
3. Participates in civic programs and fire prevention campaigns 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 Occupational Health and Safety (OHS) regulations.
9. Participates in the development and maintenance of departmental standard operating guidelines relating to fire department operations and emergency response.
10. Performs other duties as directed by the Fire Chief.

#### **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**

- Knowledge of regulations and policies governing the activities of the fire department, including the BC Structure Firefighters Minimum Training Standards.
- Proficient in oral and written presentations 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, motivate and establish effective working relationships with volunteers, Regional District staff and external stakeholders with appropriate tact and diplomacy and enthusiasm.
- Ability to motivate volunteer firefighters.
- Ability to effectively manage competing priorities and to meet associated deadlines.
- Understanding and sensitivity towards mental health and critical incident stress awareness.