



## Career Opportunity: Assistant Deputy Fire Chief

*The City of New Westminster has a proud reputation for civic leadership, service delivery and outstanding employee relations. We offer our employees great work-life balance; competitive salaries and benefit plans; education and training opportunities; and challenging and rewarding work.*

<b>DEPARTMENT:</b>	<b>Fire &amp; Rescue Services</b>	<b>STATUS:</b>	<b>Exempt, Permanent, Full-Time</b>
<b>HOURS OF WORK:</b>	<b>37.5 hrs/week</b>	<b>NO. OF POSITIONS:</b>	<b>Two</b>

New Westminster Fire & Rescue Services (NWFRS) has an exciting opportunity for two accomplished fire service leaders to become a part of the NWFRS exempt senior management team. As an Assistant Deputy Fire Chief, you will play a critical leadership role in achieving Fire Department and municipal business goals and objectives. The position of Assistant Deputy Fire Chief encompasses broad-based knowledge, skills, and ability relating to the Fire Department and municipal management and supports succession planning.

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, services and emergency response activities. The Assistant Deputy Chiefs act for the Fire Chief or Deputy Fire Chief in their absence and is available for rotational on-call duty shifts as assigned. Performance is evaluated in terms of effective leadership, attainment of stated management objectives and standards and reinforcement of the Fire Department's Mission, Vision and Values.

### QUALIFICATIONS AND MINIMUM REQUIREMENTS

- Candidates must have demonstrated leadership experience including a certificate in Fire Service Leadership or Administration, and ten years of progressive experience in a municipal fire service. Candidates are expected to have supplemented their professional development with additional courses/curriculum. Equivalent education and experience may be considered.
- Legally entitled to work in Canada.
- Completion of Grade 12 or equivalent.
- Possession of a valid B.C. Driver's License with Class 3 endorsement.
- NFPA 1021 Fire Officer III certification.
- Incident Command Level 300.
- Sound supervisory experience as a Fire Officer or an equivalent combination of education, training and experience within the Fire Operations/Management field.
- Demonstrated computer competency in related business and office suite software programs.
- Demonstrated business writing competency including briefings, memorandums and reports.
- 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.



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## MAJOR ACCOUNTABILITIES

### Support Role

- Supports and implements the vision and direction of the Fire Chief and New Westminister 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 behaviours up to and including termination, union-management meetings, investigations, collective bargaining, performance management, and wellness 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.
- Serves as a participating member of assigned diverse boards, committees and organizations either within NWFRS, the City of New Westminister or relevant stakeholders, customers and the community at large.

### 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 in accordance with NWFRS policy and procedures.
- Assumes a leadership and project management role as assigned on special projects. Ensures project accountability including: work plan development, continuous productivity, progress benchmarks and outcomes.
- 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.
- Participates in investigations.
- May be required to participate in the preparation and management of department finances.
- 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.



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## CORE COMPETENCIES

### Achievement Orientation

- Focuses efforts on achieving fire service standards of excellence.

### Decision Making

- Makes effective decisions involving varied levels of risk and ambiguity.

### Ethical Accountability and Responsibility

- Takes responsibility for actions and makes decisions that are consistent with high ethical fire service standards.

### Fostering Relationships

- Seeks and builds alliances with internal and external stakeholders to meet their needs and further organizational objectives. Uses an understanding of stakeholder needs, desires and critical success factors to influence priorities, initiatives and objectives and teaches others to do the same.

### Interactive Communication

- Utilizes communications strategies in an effort to achieve common goals, influence and gain support from others.

### Organizational Awareness

- Understands and uses organizational awareness to deliver optimal services. Seeks to understand the critical concerns and issues of stakeholders to find optimal solutions.

### Resource Management

- Ensures effective and efficient use of resources, whether human, financial, material or informational.

### Strategic Thinking

- Analyzes and understands information from a broad perspective to anticipate problems or consequences and address issues strategically.

### Visioning

- Supports, promotes and ensures alignment of services with the organization's vision and values.

NWFRS is looking for individuals who aspire to promote positive change in a dynamic organization and community. If you meet the above qualifications, we want to meet you! Please apply by sending your resume quoting competition **#18-101 by August 17, 2018** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca)

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. 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*