



Deputy Fire Chief of Administration – Penticton, BC

The **City of Penticton's** Fire Services Department is in search of a highly skilled and energetic individual for the full-time permanent position of **Deputy Fire Chief of Administration**. Fire Services supports a safe community and enhances the quality of life for the citizens by responding to emergencies to help minimize injuries and loss of life or damage to property. Fire Services also helps to prevent fires and other emergencies through public education and inspections to ensure properties meet fire regulations and other safety requirements.

Reporting to the Fire Chief, as a key member of the management team, the **Deputy Fire Chief of Administration** will assist in providing vision and leadership to the Penticton Fire Department that is a composite department comprised of a Fire Chief, 2 Deputy Fire Chiefs, 32 full time IAFF members and 40 Auxiliary Firefighters. Fire Services provides protective, investigative and inspection services for a dynamic and growing population of about 43,000 people in a protection area of approximately 42 square kilometres. The key operational and management duties include budgeting, purchasing, shift schedules, payroll, finance, reporting, presentations, media, and operations support and direction.

Key Responsibilities

- Supervising, organizing, directing and assigning shift schedules of personnel.
- Supervising the purchasing of all department equipment & supplies.
- Preparation of the department's financial budget, reviewing payroll time cards weekly and resolving payroll issues.
- Preparation of staff reports and/or council reports and presenting to Council.
- Preparation of grant applications for provincial and / or federal funding.
- Compilation of reports and data analysis for the fire chief.
- Standby Chief Officer duties on a rotational basis.
- Carrying out the requirements of fire related Acts, Codes, Bylaws, and policies.
- Carrying out the duties of the Fire Chief in his absence.
- Working directly with the Union executive.
- Being the media spokesperson to provide media with details from daily incidents.
- Emergency Management duties as the City's Emergency Planning Coordinator (EPC).

Required Qualifications:

- Appropriate professional credentials, including Fire Officer training, or a combination of equivalent education and experience is required.
- A minimum of 10 years' fire service experience with demonstrated skills in supervision, firefighting and rescue operations, employee relations, budgeting, and planning.
- Knowledge in emergency management and the Incident Command System.
- A current and valid Class 3 4 B.C. Driver's license with air endorsement.
- Excellent interpersonal and communication skills
- Demonstrated report writing and public speaking abilities.
- Excel skills would be an asset.
- The ability to serve the community and the elected officials with political sensitivity and tact is essential.

If you are seeking a challenging opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **September 30, 2019**. **Apply online only** on the City of Penticton website at **Penticton.ca** (link: <https://penticton.prevueaps.ca/jobs/9445.html>).

Please note that only shortlisted candidates will be contacted. Thank you for your interest in the City of Penticton!