



CITY OF COLWOOD JOB POSTING



POSTING ID #: COC20241015_AFC
POSITION TITLE: ASSISTANT FIRE CHIEF
DEPARTMENT: FIRE DEPARTMENT
POSITION TYPE: FULL-TIME REGULAR EXEMPT POSITION
POSTING TYPE: INTERNAL/EXTERNAL
HOURS OF WORK: 35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents and growing, the City of Colwood is a great community and organization to be a part of.

The City has an exciting opportunity for a motivated, self-starting, and energetic individual to join our leadership team as our next Assistant Fire Chief. We are inviting applications from experienced and creative fire service leaders for this exciting opportunity to inspire and guide staff in the delivery of fire service to our community.

Our ideal candidate is an experienced fire service leader with broad knowledge and applied experience in the full workings of a community fire department. Additional must haves are enthusiasm, creative problem-solving abilities, a sense of humour, and a demonstrated commitment and passion for quality care, efficient service delivery, and collaborative teamwork.

NATURE AND SCOPE OF WORK

Reporting directly to the Fire Chief, the Assistant Fire Chief is a key part of the Colwood Fire Department senior management team. This position supports the high-level business functions and longer-term strategic planning of the department. This role requires a decisive, strategic thinker, who has demonstrated leadership skills and experience, problem-solving abilities, excellent communication, change management, teamwork, negotiation, and interpersonal skills.

The Assistant Fire Chief is part of the fire department's emergency operational response team and plays an integral part in the day-to-day staffing model. They will serve as an on-call Duty Chief to provide senior leadership, strategic and tactical support for fire department operations. This position is required to possess the knowledge, skills, and experience to act as a functioning leader within the operational team.

As a member of the Colwood Fire senior management team, the incumbent will be assigned a portfolio of departmental responsibility to lead in Operations and Training however portfolio assignment will change from time to time at the direction of the Fire Chief and dependent on operational need.





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Additional leadership expectations within the Fire Department and broader City of Colwood management team include consistently modelling, promoting and ensuring adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at www.colwood.ca/careers

POSITION REQUIREMENTS & COMPENSATION:

REQUIRED QUALIFICATIONS

- Minimum 10 years fire suppression experience (minimum of 5 years at the Officer rank)
- NFPA 1021 – Fire Officer III Certification
- Incident Command System (ICS) 400 Certification
- Emergency Medical Assistant or Emergency Medical Responder Certification
- Valid BC Driver's License Class 3 with Air Brake Endorsement (15)
- Available for rotational after hours on-call duty with a maximum emergency incident response time of 20 min from the time of notification to on scene.
- An equivalent or comparable combination of education and experience may be considered.

PREFERRED QUALIFICATIONS

- NFPA 1041 – Fire Service Instructor
- NFPA 1031 – Fire Inspector
- NFPA 1033 – Fire Investigator
- Demonstrated experience in managing fire department operations, including employee and labour relations within a unionized environment
- Demonstrated experience in the development, coordination and delivery of fire department training and regional training initiatives.
- Experience working with volunteer or Paid on Call Firefighters
- Experience working in a unionized environment

The recruitment range for this position is \$131,632 (minimum) to \$154,861 (midpoint) per annum; however, the full pay range extends to \$178,090 (maximum) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer is expected to be within the recruitment range and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team.

In addition to the salary, the City is pleased to provide a comprehensive benefit package.



