



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: ASSISTANT FIRE CHIEF
DEPARTMENT: FIRE DEPARTMENT
POSITION TYPE: FULL-TIME PERMANENT EXEMPT POSITION
PAY RANGE: GRP6 (2026); \$141,006.53 – \$165,890.03 – \$190,773.54
LAST UPDATED: AUGUST 2026

NATURE AND SCOPE OF WORK

Reporting to the Fire Chief, the Assistant Fire Chief is a senior management position within the Fire Department responsible for supporting the safe, effective, and efficient delivery of fire and rescue services to the City of Colwood. The position assists the Fire Chief and the Deputy Fire Chief with the administration, operation, planning, coordination, and continuous improvement of the Fire Department. The incumbent provides leadership, oversight, and continuous improvement for assigned departmental portfolios with primary responsibility for Fire Prevention, Community Risk Reduction, Public Education, Training, Professional Development of Firefighters, and Occupational Health and Safety. Portfolio assignments may be adjusted by the Fire Chief based on organizational priorities and operational requirements to include but are not limited to Fire Suppression Operations, Fleet and Building Maintenance, and Fire Administration. This position is required to possess the knowledge, skills, and experience to act as a functioning operational team member.

Additionally, as a leader within the City of Colwood workplace community and the Fire Department, the Assistant Fire Chief champions positive labour and employee relations practices and models, promotes and ensures 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.

TYPICAL DUTIES AND RESPONSIBILITIES

- Manages and supervises assigned staff; evaluates performance, supports employee development, and addresses performance concerns in accordance with departmental policies and procedures.
- Supports the Fire Chief and Deputy Fire Chief in employee relations, performance management, disciplinary processes, workforce development, and labour relations matters associated with assigned portfolios.
- Develops, reviews, and maintains departmental operational guidelines, policies, procedures, and memoranda.
- Assists with departmental operational planning, risk assessment, organizational preparedness initiatives, and the identification of complex operational issues.

- Prepares and maintains administrative and operational reports, records, correspondence, recommendations, and supporting documentation.
- Participates as a member of the City's senior leadership team and attends Council, Committee, management, and other meetings as required.
- Maintains and promotes the Department's Occupational Health and Safety Program, ensures compliance with WorkSafeBC regulations and applicable standards, and acts as the management representative for incident, accident, and near-miss investigations.
- Supports operational readiness and the effective delivery of fire suppression, rescue, emergency medical, hazardous materials, fire prevention, public education, and related emergency services,
- Serves as a Duty Chief or Chief Officer on a rotational basis, providing leadership and oversight of emergency operations through incident command, tactical support, and operational response coordination, while supporting regional departments during major incidents as required.
- Maintains personal physical fitness and operational skills to allow for periodic operational backfill within the Department's emergency response structure, as required, to maintain minimum staffing, response capability, and command coverage.
- Assumes delegated authority and performs the duties of the Deputy Fire Chief or Fire Chief during absences or as assigned.

FIRE PREVENTION

- Leads the Fire Prevention Division through the delivery of fire inspections, investigations, public education, and community risk reduction programs to support fire safety, in compliance with provincial legislation, codes, and municipal bylaws.
- Coordinates and oversees Company Inspection activities, ensuring the consistent application of fire and life safety requirements and regulatory standards
- Coordinates and reviews development applications, building plans, and site plans, and oversees the development and maintenance of pre-incident plans to support fire protection requirements, firefighter safety, and emergency response effectiveness.
- Develops and monitors performance measures for assigned prevention, public education, and community risk reduction programs to enhance community safety and risk reduction outcomes.

TRAINING

- Leads the Training Division through the coordination and oversight of firefighter training and professional development programs to support operational readiness, in compliance with Provincial Minimum Training Standards, and alignment with industry best practices.
- Ensures training records, certification, competency assessments, and professional development documentation are maintained in accordance with departmental requirements.
- Supports recruitment, mentorship, succession planning, and workforce development initiatives through the delivery of training, leadership development, and employee development programs.
- Coordinates training schedules, instructional resources, and subject matter experts to ensure training programs are effectively delivered and meet departmental operational requirements.



- Develops and monitors performance measures for assigned training programs and recommends continuous improvement opportunities.

MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Minimum of 8 (Eight) years of progressively responsible experience in the Fire Service, including at least five (5) or more years in a Senior Officer role, demonstrating exemplary leadership, sound judgement, and professional integrity. Previous direct management experience is an asset.
- An equivalent combination of relevant education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid Class 3 with Air Brake Endorsement (15); a satisfactory current drivers abstract is required.
- NFPA 1021 – Fire Officer III certification
- NFPA 1041 – Fire Service Instructor II
- NFPA 1002 – Fire Apparatus Driver/Operator certification
- ICS 300
- NFPA 1033 – Fire Investigator
- NFPA 1031 – Fire Inspector I
- Emergency Medical Assistant First Responder or Emergency Medical Responder certification

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of modern firefighting, rescue operations, emergency medical response, hazardous materials response, fire prevention, fire investigation, and emergency service delivery methods, techniques, and procedures.
- Extensive knowledge of Incident Command System (ICS) principles and practices, including Site Command, Department Operations Centre (DOC), and Emergency Operations Centre (EOC) operations.
- Demonstrated knowledge of firefighter training systems, instructional methodologies, competency management, certification requirements, and Provincial Minimum Training Standards.
- Demonstrated knowledge of fire prevention, fire investigation, inspection programs, public education, community risk reduction, emergency preparedness, and fire and life safety principles.
- Thorough knowledge of applicable federal and provincial legislation, regulations, codes, standards, and municipal bylaws.
- Demonstrated knowledge of occupational health and safety legislation, WorkSafeBC requirements, injury prevention practices, and firefighter wellness programs.
- Considerable knowledge of firefighting apparatus, fire protection equipment, operational response systems, and their maintenance and safe operation.
- Considerable knowledge of the community, including its geography, critical infrastructure, industrial and commercial occupancies, institutions, and residential developments.



- Ability to assist in the administration of the Fire Department and contribute to strategic initiatives, organizational objectives, and long-range planning programs.
- Ability to organize, coordinate, and supervise emergency operations, training programs, fire prevention activities, and the work of assigned personnel.
- Ability to lead training, prevention, public education, and safety initiatives through collaboration, mentorship, coaching, and employee development.
- Ability to promote a positive workplace culture, maintain discipline and accountability, exercise sound judgment, and demonstrate effective leadership and professional conduct.
- Strong analytical, problem-solving, and decision-making skills, with demonstrated ability to develop practical solutions and implement continuous improvement initiatives.
- Ability to establish and maintain effective working relationships with employees, external agencies, community stakeholders, elected officials, and the public, including strong public speaking and presentation skills.
- Ability to prepare clear, concise, and professional reports, correspondence, operational guidelines, procedures, and recommendations.
- A high degree of initiative, discretion, and independent judgment, with the ability to effectively supervise employees, consultants, and contractors.
- Ability to maintain the confidentiality of information related to the functions and responsibilities of the position.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and related business software systems

Leadership Competencies

Leads Self

- Self Awareness: Is aware of own assumptions, values, principles, strengths and limitations.
- Manages Self: Takes responsibility for own performance and health and safety.
- Develops Self: Actively seeks opportunities and challenges for personal learning, character building and growth.
- Demonstrates Character: Models qualities such as honesty, integrity, resilience and confidence.

Engages Others

- Fosters the Development of Others: Supports and challenges others to achieve professional and personal goals.
- Contributes to the Creation of a Healthy Organization: Creates an engaging, inclusive, respectful and safe environment where others have meaningful opportunities and the resources to fulfil their expected responsibilities.
- Communicates Effectively: Listens well. Encourages open exchange of information and ideas using appropriate communication media.
- Builds Effective Teams: Facilitates an environment of collaboration and cooperation to achieve results.



Evolves/Adapts/Transforms Systems

- Strategically Oriented to the Future: Scans the environment for ideas, best practices and emerging trends that will shape the system.
- Encourages and Supports Innovation: Creates a climate of continuous improvement and creativity aimed at systematic change.
- Champions and Orchestrates Change: Actively contributes to change processes that improve service delivery.
- Demonstrates Systems/Critical Thinking: Thinks analytically and conceptually; questions and challenges the status quo to identify issues, solve problems and design and implement effective processes across systems and stakeholders.

Achieves Results

- Sets Direction: Inspires vision. Identifies, establishes and communicates clear and meaningful expectations and outcomes.
- Strategically Aligns Decisions with Vision, Values and Evidence: Integrates organizational mission, values and reliable, valid evidence to make decisions.
- Takes Action to Implement Decisions: Acts in a manner consistent with the organizational values to yield effective, efficient public-centered service. Demonstrates business acumen by efficiently and effectively identifying and managing human, capital, financial and information resources.
- Assesses and Evaluates Results: Measures and evaluates outcomes. Holds self and others accountable for results achieved against benchmarks. Corrects course as appropriate.

Develops Coalitions

- Builds Partnerships and Networks to Create Results: Creates connections, trust and shared meaning with individuals and groups.
- Demonstrates a Commitment to Customers and Service: Facilitates collaboration, cooperation and coalitions among diverse groups and perspectives to improve service.
- Mobilizes Knowledge: Employs methods to gather intelligence. Encourages open exchange of information. Uses quality evidence to influence action across the system.
- Navigates Socio-Political Environment: Is politically astute. Negotiates through conflict. Mobilizes support.

WORKING CONDITIONS

- Work is performed in office, fire station, training, and field environments.
- Required to respond to emergencies and major incidents, which may involve exposure to hazardous conditions, adverse weather, smoke, and noise.
- Subject to irregular hours, including after-hours call-outs, emergency response, and attendance at meetings and events.
- Occasional travel within and outside the municipality for meetings, training, and regional initiatives.