



CITY OF COLWOOD JOB POSTING



POSTING ID #: COC20261023_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, progressive mindset, and a demonstrated commitment for quality care, efficient service delivery, and motivating qualities that promotes collaborative teamwork.

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, and Occupational Health and Safety. Portfolio assignments may be adjusted by the Fire Chief based on organizational priorities and operational requirements. This position is required to possess the knowledge, skills and experience to act as a functioning operational team member which includes responding to emergencies as a Duty Chief within the region as scheduled

The current portfolio of the Assistant Fire Chief is Fire Prevention and Training; however, this may change to align with the City's strategic direction, organizational priorities and operational requirements.





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Within the current portfolio, the Assistant Fire Chief provides leadership and oversight of the department's Fire Prevention and Training functions. Responsibilities include leading the fire inspection program, development review, fire investigations, public education and community risk reduction initiatives, as well as providing direction and oversight for the development, coordination and delivery of departmental training.

The successful candidate will bring extensive knowledge and experience in the interpretation and application of provincial fire and building codes, NFPA standards, CAN/ULC and CSA standards, and other applicable regulations and industry best practices. This expertise will support the continued development of a comprehensive fire inspection and public education program focused on regulatory compliance, fire and life safety, and reducing risk within the community.

The position also requires extensive knowledge and practical experience in contemporary firefighting strategies, tactics and operational practices. The Assistant Fire Chief will use this expertise to provide direction for departmental training initiatives, ensuring training remains relevant to operational needs, supports firefighter safety and effectiveness, and strengthens the department's overall operational readiness.

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.

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

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





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- NFPA 1033 – Fire Investigator
- NFPA 1031 – Fire Inspector I
- Emergency Medical Assistant First Responder or Emergency Medical Responder certification

The recruitment range for this position is \$141,006.53 (minimum) to \$165,890.03 (midpoint) per annum; however, the full pay range extends to \$190,773.54 (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.

Applicants must have current legal ability to work in Canada to be considered as candidates in the competition.

Candidates who progress to the final stages in the competition will be required to provide proof of valid credentials.

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- Applicants are to submit a complete application package which includes a cover letter, resume, and a listing of all personal education, training, and experience relevant to the position.
 - All application packages must reference **Posting ID# COC20261023_AFC** and are to be submitted to the Fire Chief via careers@colwood.ca by **16:30 hours on Friday, November 06, 2026**.
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The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

