

Career Opportunity



Position: Assistant Chief (Permanent, Full-Time)

Closing Date: March 1, 2019

About Us At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Title Assistant Chief (Permanent, Full-Time)

Job ID 1460 (External)

Pay Class Salary

Days of Work Non-Normal

Hours of Work Monday - Thursday
8:00 a.m. - 6:00 p.m.

Position Overview Reporting to the Fire Chief, the Assistant Chief is an integral member of the Kamloops Fire Rescue management team and works closely with all levels within the organization providing leadership, support and oversight to ensure the highest level of service to the City of Kamloops and compliance to applicable legislation and corporate policies. As a member of the Kamloops Fire Rescue management team, the Assistant Chief will be available for on-call work when scheduled, and responsible to provide technical and managerial support and oversee various staff dependent on their portfolio of responsibility as assigned by the Fire Chief. The incumbent will have strong interpersonal skill and a proven track record of success within a unionized environment and experience in the administration and the operations of a career or composite fire department.

NATURE AND SCOPE

The Assistant Chief will have a broad range of responsibilities from emergency response to the management of numerous portfolios and special projects as determined by the Fire Chief.

As a member of the management team the Assistant Chief provides leadership and managerial oversight for his/her areas of assigned responsibility. These may include, but are not limited to:

- Suppression
- Dispatch/Communications
- Fire Prevention
- Training
- Mechanical
- Administration
- Emergency Management

The incumbent will practise fiscal responsibility managing the budgetary needs of his/her areas of assigned responsibility. This includes assisting in the budgetary process such as monitoring, forecasting, approving and advising on the departmental budget within the range of portfolios assigned.

As a leader in the organization, the Assistant Chief works collaboratively with staff to seek continuous improvements in the delivery of service and ensures a safe working environment. The position incumbent will be available through mandatory standby for emergent, unplanned, unscheduled after hours callouts as per the existing rotational schedule. Displaying integrity and developing trust within the organization through effective communication and strong interpersonal skills is paramount as the incumbent works closely with internal and external stakeholders.

Working within a respectful workplace, the Assistant Chief ensures that expectations are clearly communicated and that personnel are held accountable. Traditional managerial responsibilities rest with the Assistant Chief. These responsibilities include performance measuring and management, coaching, mentoring, hiring, and conducting investigations which may lead to discipline.

- Responsibilities**
1. Respond to emergent events as required to provide support and leadership as a member of the Kamloops Fire Rescue management team.
 2. Be available through mandatory standby for emergent, unplanned, unscheduled after hours callouts as per the existing rotational schedule.
 3. Provide managerial oversight and guidance to portfolios assigned by the Fire Chief.
 4. Leads, motivates, empowers and develops staff through engagement and encouragement and the setting of expectations and priorities.
 5. Oversee and organize teams, committees and/or groups as required.
 6. Investigate and prepare written reports for performance appraisals, evaluations and work related incidents.
 7. Have a comprehensive understanding of Worksafe BC regulations, Corporate policy and safe work practises/procedures and promote a safety culture through active participation in the Safety Committee.
 8. Liaise with internal and external stakeholders including the media and partnering first responder agencies.
 9. Develop and implement Fire Rescue policy, procedure and operational guidelines.
 10. Be accountable for the financials of the assigned portfolios.

11. Represent the management team on various committees and attends meeting as required.
12. Accountable for providing documentation and reporting with agreed upon results and deadlines.
13. Actively participate in Labour Relations and Human Resource matters.
14. Assist with short, medium and long term planning for the organization.
15. Manage various projects as assigned.

Requirements REQUIRED EXPERIENCE, TRAINING, EDUCATION, MEMBERSHIPS, ETC.

1. Significant supervisory experience gained through progressively more responsible positions, and will have a general understanding of administrative, technical and operational issues related to the fire services.
2. Demonstrated experience in the professional development of staff in an environment that encourages excellence in personal performance, teamwork and service delivery.
3. Well developed communication skills, including written, oral, conflict resolution and interpersonal skills to build strong internal and external relationships.
4. Sound judgement and ability to handle emergency situations under extreme conditions.
5. Demonstrated proficiency in the quantitative techniques required for advanced business analytics specific to emergency services.
6. Thorough knowledge of applicable Federal, Provincial legislation/acts and Municipal by-laws related to the fire service.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE

1. Completion of secondary school or equivalent.
2. Completion of a recognized Fire Officer II program.
3. Minimum of ten years of progressive experience in the fire service, including three (3) years supervisory experience with a demonstrated ability to lead and direct a multi-faceted work force in a dynamic working environment.
4. Demonstrated excellent interpersonal and communication skills.
5. Proven experience in a command role.
6. The ability to remain calm under duress.
7. Ability to adequately respond within a thirty (30) minute timeframe to emergency incidents when on call.

PREFERRED QUALIFICATIONS

1. Post secondary education in the field of leadership, business, emergency management, human resources or public administration.
2. Fire Officer III and IV is an asset.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

Department Community and Protective Services

Position Type Permanent full-time

Reports To Fire Chief

City Kamloops

Province British Columbia [BC]

Country Canada [CA]

Position Management

Closing Date 3/1/2019

Compensation & Benefits Overview Comprehensive benefits package available.

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <https://www.kamloops.ca/city-hall/career-opportunities>.