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Deputy and Assistant Fire Chiefs (3 positions) – Surrey Fire Service

The Surrey Fire Service protects one of Canada's most innovative and fastest growing communities. Surrey Fire Service strives to be on the forefront of technology, fire prevention, professional standards, suppression tactics, patient care and communications. Placing emphasis on diversity, honour, respect and teamwork to help achieve its goals.

SCOPE

As an integral part of the management team, reporting to the Fire Chief, the **Deputy Fire Chief** is responsible for providing leadership, operational expertise and financial accountability while working closely with Assistant Chiefs, managers, Battalion Chiefs and front-line staff to meet the Surrey Fire Service's goals.

The **Assistant Chiefs for Operations/Prevention** will be responsible for oversight of the prevention branch and suppression platoons. Reporting to the Deputy Chief and Fire Chief, the successful applicant will play a key role in managing the day-to-day fire service operations for one of the fastest growing cities in Canada.

RESPONSIBILITIES

These roles require excellent interpersonal, communication and problem-solving skills along with an extensive knowledge of fundamental principles and practices related to modern and proactive fire services operating in a risk-based model.

The successful candidates will have post-secondary education in a professional discipline pertinent to the job function combined with relevant and sustained leadership experience. A combination of education and experience, in lieu of a post-secondary education, will be considered.

Successful candidates will be inclusive, forward thinking and transparent leaders who motivate and engage others while making evidence-based decisions with clarity and diplomacy. Additional assets include supervisory experience in a unionized environment and/or measurable experience in a fire service exempt management position.

Deputy Chief Job Details:

This is a management position which is exempt from the bargaining unit. This position offers a competitive benefit, holiday and compensation package. Our Deputy Chiefs assume strong leadership roles in our complex operations, and they model three essential attributes:

1. Earn the trust and respect of their staff, their elected officials, and their community.
2. Clearly articulate our vision of a multifaceted, diverse, safety focused, fire protection and emergency response service. This is accomplished in a manner that all can understand, empathize with, and embrace; and
3. Encourage staff and the community to champion our vision through a style of management, which welcomes all stakeholders into the process. Prominent within this group of stakeholders are elected officials, fire officers, firefighters, and representatives from the community at large.

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These attributes are simple enough to describe but, are profoundly difficult to maintain. It is not because they are difficult to learn, but because they require people to step out of their comfort zones to implement and bring to maturity. We encourage all members of the Fire Service to constantly strive for the future, and while honoring the past resist being limited by doing things the old way. Clearly, the Surrey Fire Service focuses on a shared leadership vision. We encourage staff to be courageous in implementing innovative and evolutionary solutions, while meeting the needs of the community and the Fire Service.

This position works 37.5 hours per a week Monday to Friday. This position offers a growth opportunity for those looking to advance in fire service management.

Responsibility may include:

- Administration of Fire Prevention.
- Administration of Communications and dispatch client services.
- Administration of emergency planning and community engagement.
- Administration of information and technology.
- Administration of facility maintenance.
- Administration of operational support equipment and supplies.
- Administration of staffing and vacancy management.
- Administration of human resources and labour relations.
- Administration of fleet services
- Administration of field operations and emergency responses.
- Collaborating with other chief officers.
- Assignments as after hours on call duty chief.

Key Opportunities and Challenges will include:

- Deploying/updating technology to assist with accomplishing challenges in an efficient manner.
- Establishing and maintaining an environment of mutually respectful relations with union leadership.
- Provide a timely response for all services through a highly trained, skilled, and efficient force.
- Reduce the incidence of injury, loss of life, and property damage by providing public education programs, fire cause investigation, and prevention services to secure public safety and code compliance.
- Conform to government acts, regulations, city bylaws, and policies thereby mitigating liabilities/losses to the City's assets attributed to personal, property or environmental litigations.
- Be responsive to local and global economics so that our service model reflects the needs of the community we serve and the changing technologies that influence cost effective delivery of services to recognized standards.
- Acknowledge and seek to balance the interest of private and corporate clients, employees, suppliers and the public at large, taking into account their differing social, cultural, and economic characteristics.
- Maintain the highest standards of integrity in the conduct of all phases of the fire service business.

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Accountabilities will include:

- Ensure that fire service members are trained to current standards and that documentation and records are maintained. Identify and adopt appropriate best practices to address evolving professional complexities (e.g., changing safety standards, new technologies, etc.);
- Attend and direct operations (incident commander) at major fires and provide advice, assistance and direction to officers on operational and administrative matters;
- Provide technical advice and leadership to the City of Surrey and the public on building fire protection, occupant safety and accessibility;
- Provide technical advice and leadership to the City of Surrey and the public related to fire prevention and emergency preparedness;
- Lead and deliver on diverse projects related to the continuous evolution of the fire service and the profession;
- Participate in diverse stakeholders work groups as the fire service representatives on initiatives that are important to the city;
- Communicate and educate stakeholders on information relating to technological advancements in firefighting;
- May act as a media spokesperson as required;
- Engage with the workforce on wellness and resiliency;
- Actively contribute in setting goals for Surrey Fire Service;
- Participate in the handling of grievances and discipline matters;
- Lead incentive programs and provide professional development opportunities;
- Perform other related duties as assigned by the Fire Chief;
- Lead fire service specific information and technology systems; and
- Actively contribute to managing client relationships for regional dispatch communication services.

Assistant Chief Operations/Prevention Job Details:

This is a management position which is exempt from the bargaining unit. This position offers a competitive benefit, holiday and compensation package. This position offers a growth opportunity for those looking to advance in fire service management.

Assistant Chief of Operations/Prevention responsibility may include:

- You will use your leadership and supervisory skills to oversee platoons of suppression staff or prevention branch staff.
- This position works 37.5 hours per week. This position may provide for a schedule which follows a 4-day on and 4-day off pattern (Operations) or a schedule of five days Monday to Friday for Emergency Planning, Prevention, or Training.
- You will use your knowledge of staffing needs and significant fire ground operational experience to provide expertise into managing the operational systems/policies used by the Surrey Fire Service.
- Your excellent ability to communicate and persuade will be critical as you interact with firefighters, fire officers, administration team, key stakeholders and other agencies.
- You can think and strategically plan to follow an evidence-based decision-making process.
- You are a strategic thinker and can understand how decisions impact the current operation as well as into the future.
- As an Assistant Chief of Operations/Prevention you will be responsible for data quality assurance, attendance management, performance metrics of suppression staff, facility maintenance, daily/weekly coverage as the on-call duty chief, policy administration, Office of the Fire Commissioner reporting, scheduling of fire investigations, annual inspections, plan checking and response to public complaints. Other administration related duties include utilizing; record management systems, time management software and business intelligence software to collect & analyze data.

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- Your effective time management, software utilization and organization skills will be critical as you deliver on your objectives within demanding timelines and quickly adjust to changes in areas of focus.
- You will use your leadership and supervisory skills to oversee bargaining unit staff.
- You will use your knowledge and significant fire ground operational experience or prevention experience to provide expertise in managing the planning, organizing and delivery of service.
- You are a “big picture” thinker and can understand how decisions impact the current operations and into the future.
- Your effective time management and organization skills will be critical as you deliver on your objectives within demanding timelines and quickly adjust to changes in areas of focus.

QUALIFICATIONS

- Post-secondary education in a professional discipline pertinent to the job function combined with relevant and sustained leadership experience. A combination of education and experience, in lieu of a post-secondary education, will be considered.
- Successful candidates will be inclusive, forward thinking and transparent leaders who motivate and engage others while making evidence-based decisions with clarity and diplomacy. Additional assets include supervisory experience in a unionized environment and/or measurable experience in a fire service exempt management position.

This Posting Closes on April 20, 2023

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