

DEPARTMENT:	<i>Fire &amp; Rescue Services</i>	STATUS:	<i>Regular Full Time</i>
NO. OF POSITIONS:	<i>One (1)</i>	UNION:	<i>Exempt</i>
HOURS OF WORK:	<i>37.5 hours per week</i>	SALARY:	<i>\$153,520 – 163,615 annually plus comprehensive benefits package (2024 rates)</i>

We have an opportunity for an accomplished fire service leader to become an Assistant Fire Chief alongside the Fire Chief and senior management team to provide leadership in the protection of the community through best practices, technology advancement, and municipal business goals and objectives. This individual will foster a strong sense of collaboration and teamwork between and among the department, other City departments including Finance, Information Technology and external agencies including First Due and ECOMM.

Reporting to the Deputy Fire Chief, the Assistant Fire Chief exercises a high degree of professionalism, independent initiative, judgment and action in accordance with policies, plans and objectives of the Department. The ideal candidate must have experience including sound supervisory experience; or an equivalent combination of education, training and experience within the fire operations/management field. The Assistant Fire Chief is available for rotational on-call duty shifts as assigned. Performance will be evaluated through effective leadership, attainment of stated management objectives and assigned projects.

**Key Accountabilities:**

- Planning and leading software application migration, implementation and training
- Building relationships and ensuring collaboration with other City departments regarding initiatives that may have multi-department and agency involvement.
- Producing Council Reports and Grant Applications.
- Providing collaborative leadership in the review of new developments to ensure compliance and response capacity is maintained.
- Identifying and implementing process improvements, including maintaining systems and considering technical innovations.
- Preparing various statistical reports, operating budgets and other administrative duties.
- Working with other City services to enhance community safety.
- Managing employees in Fire Suppression and Emergency Management, in the areas of software applications use as well as providing basic IT support.
- Planning and leading emergency response and incident management through Incident Command System (ICS) role at the site level, or through Department Operations Center (DOC) or Emergency Operations Centre (EOC) as required.
- Initiating and leading various projects within a project management role to focus on work plan development, continuous productivity, progress benchmarks and outcomes.

- Strategizing and executing short and long term divisional and individual goals and objectives involving project, business and budget planning.
- Providing collaborative leadership in the review of new developments to ensure compliance and response capacity is maintained.
- Managing Health and Safety Programs
- A comprehensive understanding of modern fire safety equipment and communications systems.

**Qualifications and Minimum Requirements:**

- Completion of a diploma/certificate or degree in a related discipline, or an equivalent combination of education, training and experience within the fire prevention/management field.
- Candidates must have demonstrated leadership experience including a certificate in Fire Service Leadership or Administration, and ten years of progressive experience in a municipal fire service. Candidates are expected to have supplemented their professional development with additional courses/curriculum. Equivalent education and experience may be considered.
- Sound supervisory experience as a Fire Officer or an equivalent combination of education, training and experience within the Fire Operations/Management field.
- Excellent interpersonal skills and demonstrated ability to develop and maintain business relationships in a multi-departmental environment.
- Excellent verbal and written communication skills and ability to make public presentations.
- Strong mediation and negotiation skills, as well as organizational and change management skills is preferred.
- Strong proficiency in computer communications and administrative work, including preparing detailed technical reports and a variety of records, statistics and correspondence.
- Proficiency in using PC industry standard applications and software, including Microsoft Office Suite.
- Computer software experience with knowledge in the use of FDM Records Management, GIS, Telestaff and Tempest is an asset.
- Demonstrated business writing competency including briefings, memorandums and reports.
- Available for rotational after-hours on-call duty with a maximum emergency incident response time of 45 minutes from time of notification to on-scene.

*\*This position participates in a compressed work week program, working an extra half hour per day, accumulating time for a paid day off.*

Apply today to join a team of enthusiastic and innovative employees, and help us build a community that is vibrant, inclusive, and sustainable. Apply online at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **May 25, 2025**.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*



*This position is only open to those legally entitled to work in Canada.*