

BUILD A CITY. BUILD A FUTURE.



ASSISTANT CHIEF OF FIRE PREVENTION REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Exempt – Regular Full-Time

SCOPE

The Assistant Chief of Fire Prevention will be responsible for oversight and/or administration of the Fire Prevention Branch. Reporting to the Deputy Chief and Fire Chief, the successful applicant will play a key role in managing the day-to-day fire service Fire Prevention Branch operations for one of the fastest growing cities in Canada.

RESPONSIBILITIES

- You will use your knowledge of staffing needs and significant 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 Fire Prevention, you will be responsible for data quality assurance, attendance management, performance metrics of staff, facility maintenance, daily/weekly coverage as an 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.
- 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 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.

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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 will be considered.
- Excellent interpersonal, communication and problem-solving skills along with an extensive knowledge of fundamental principles and practices related to modern and proactive fire prevention services operating in a risk-based model.
- An inclusive, forward thinking and transparent leader who motivates and engages 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.

OTHER INFORMATION

Pay Grade: M2F

Salary: \$169,725-\$199,677

This position works 37.5 hours per week. This position may provide for a schedule of five days Monday to Friday for Emergency Planning or Prevention work.

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7299.

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