

**JOB DESCRIPTION
SALT SPRING ISLAND FIRE RESCUE**

Job Title: Deputy Fire Chief
Report to: Fire Chief
Approved: Fall 2019
Revised: January 2022

POSITION OVERVIEW

Reporting to the Fire Chief, the Deputy Fire Chief is a senior administrative and supervisory position accountable for day-to-day management of all fire suppression and related emergency services which include the following: Training and Development, Fire & Rescue Operations, Fire and Life Safety, and Emergency Management.

The Deputy Fire Chief will assist the Fire Chief in providing vision and leadership to the Salt Spring Island Fire Department. As a key member of the leadership team other responsibilities may include, administrative management, budgeting, human resource management, health and safety, and strategic planning.

In the absence of the Fire Chief, the Deputy Fire Chief may assume overall responsibilities of the Department.

DUTIES AND RESPONSIBILITIES

Planning:

- Participates in strategizing and executing short and long-term organizational goals and objectives.
- Conducts on-going risk management activities to reduce liability exposure and achieve compliance with approved service levels and all legislated requirements.
- Prepares and makes recommendations to the Fire Chief on policies, procedures and operational guidelines which could improve the operations of the fire department.
- Assists the Fire Chief with establishing goals, objectives, and human resource requirements.
- Assists the Fire Chief and provides input to the annual operating and capital budget preparation.
- Assists the Fire Chief by preparing and providing technical advice to the public and to the Board of Trustees.
- Develops technical specifications and advice to the Fire Chief on the procurements process for equipment and apparatus acquisitions.
- Reviews workplace protocols and develops new strategies to initiate a psychological safe workplace program.
- Assists the Fire Chief on development of five, ten, and twenty-year strategic plans.
- Supports and implements the vision and direction of the Fire Chief and the Salt Spring Island Fire Rescue in a positive manner by reinforcing the organizations Mission, Vision and Values

Operations:

- Provides leadership and direction to all staff related to daily operations, work assignments, training, motivation, coaching, performance evaluation and leadership.
- Maintains communication, ensuring the Fire Chief is apprised of operational developments that relate to the interest of SSIFR.
- Assists the Fire Chief in the management of service levels in the organization by communicating all rules and regulations, monitoring all aspects of performance, and using appropriate responses to correct and reinforce behaviours.
- Supervises the Training staff, annual training plan and program evaluations.
- Supervises the Fire Prevention staff and participates in fire and life safety education.
- Supervises the inventory control systems. Ensures effective programs and systems are in place to manage the maintenance and replacement of the following but not limited to, PPE, tools, SCBA, hose, and other fire rescue equipment.
- Acts as the alternate Emergency Program Fire Service representative.
- Participates on a variety of internal and external committees and project teams.
- Prepare administrative and operational reports, records, and correspondence.
- Conducts Fire Investigations for the purpose of determining cause and origin when required.
- Responds to emergency situations to provide senior level leadership.
- Acts as a designated SSIFR spokesperson
- May be assigned to on-call Chief Officer shifts.

Human Resource Management:

- Provides a supportive environment and psychological safe work organization for goal achievement and work success.
- Assists the Fire Chief with managing the staff roster, vacation approvals, and assignments.
- Inspires others to perform to a high standard of excellence.
- Supports the Fire Chief on labour relations matters including grievance administration, applying corrective behaviours, union management meetings, investigations, collective bargaining, performance management and wellness and attendance management.
- Manages the resources of Paid-on-Call Human members including recruitment, retention, training, performance, discipline, and attendance management.
- Acts as the department's Safety Officer responsible for all Occupational Health and Safety legislative requirements and proactive solutions.
- Participates as a management representative on the department's Occupational Health and Safety Committee.
- Supports the Fire Chief and organization in the development and maintenance of a healthy respectful and service focused work culture.
- Supervises the Peer Support Team program including the Critical Incident Stress Management (CISM) team.
- Conducts annual firefighter and staff one-on-one check-in's by guiding them and identifying needs for development.