

Deputy Fire Chief

Community Safety & Development

REPORTS TO:	FIRE CHIEF
DEPARTMENT:	COMMUNITY SAFETY & DEVELOPMENT
SECTION:	PROTECTIVE SERVICES
LAST UPDATED:	FEBRUARY 2026
DIRECT REPORTS:	N/A

Position Summary

The Deputy Fire Chief is responsible for managing the City of Castlegar Fire Department's day-to-day operations. This role provides direct oversight of the Assistant Fire Chiefs and ensures the operational delivery of emergency response, training, fire prevention, and public education services.

Responsibilities

1. Respond to emergency incidents and assume command as needed.
2. Oversee the daily operations of the Fire Department, supervising the Assistant Fire Chiefs and ensuring alignment with strategic plans and departmental objectives.
3. Coordinate and monitor operational readiness across training, fire prevention, emergency response, public education, equipment maintenance, and safety.
4. Provide mentorship, guidance, and performance management for Assistant Fire Chiefs and operational staff.
5. Ensure compliance with the BC Fire Safety Act, Work Safe BC, BC Structure Firefighter Minimum Training Standards (including NFPA and JPR requirements) and related codes and bylaws.
6. Support the development and implementation of operational procedures, response protocols, and departmental policies.
7. Develop and oversee the delivery of training programs which align with department goals and provincial best practices.
8. Assist in preparing and managing budgets, reports, and operational planning documents.
9. Act as Incident Commander as required during emergency events and participate in the City's Emergency Operations Centre (EOC) as needed.
10. Maintain relationships with mutual aid partners, external agencies, regional fire services, and regulatory bodies.
11. Oversee fire inspections, fire investigations, and ensure completion of required documentation and follow-up.

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12. Support Emergency Management programming as required..
13. Support the delivery of public education and outreach programs to enhance community safety.
14. Be available for off hour duty officer rotation as required.
15. Act as Fire Chief in their absence.
16. Perform other duties as assigned.

Qualifications

- Minimum Grade 12 education or equivalent; post-secondary education in Fire Service Leadership, Public Administration, or Emergency Management preferred.
- Minimum 7 years of progressively responsible experience in a municipal fire service environment, including supervisory or command-level experience.
- NFPA 1001 Level II;
- NFPA 1021 Fire Officer II required (Level III preferred).
- NFPA 1031 Fire Inspector Level I and/or NFPA 1033 Fire Investigator certification preferred.
- NFPA 1041 Fire Instructor II preferred.
- EMA First Responder (EMA-FR) Certification
- Emergency Management education or experience an asset.
- Class 3 BC Driver's License with air brake endorsement and a satisfactory driver's abstract.
- Sound knowledge of firefighting, inspection, training, and safety practices, as well as relevant legislation and codes.
- Strong interpersonal and communication skills, with proven ability to lead, mentor, and manage personnel in a unionized environment.
- Some experience with budgeting, planning, and municipal administration.
- Proficiency in Microsoft Office 365 and fire service software applications, ability to perform general administrative tasks.