

# Assistant Fire Chief

## Community Safety & Development

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<b>REPORTS TO:</b>	<b>FIRE CHIEF</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY SAFETY &amp; DEVELOPMENT</b>
<b>SECTION:</b>	<b>FIRE SERVICES</b>
<b>LAST UPDATED:</b>	<b>MAY 2025</b>
<b>DIRECT REPORTS:</b>	<b>N/A</b>

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### Position Summary

Reporting to the City of Castlegar Fire Chief, the Assistant Fire Chief supports the Fire Chief and Deputy Fire Chief in leading fire department operations, ensuring effective emergency response, fire prevention, training and day to day operations of the City of Castlegar Firehall and Paid On Call Fire Fighter crew. This role oversees safety protocols, training, and operational planning, working collaboratively with officers and staff to maintain high standards of public safety in accordance with the British Columbia Fire Services Playbook.

This is a supervisory and administrative role involving leadership, planning, operational decision making, and compliance oversight. The Assistant Fire Chief works closely with department leadership, officers and external agencies to maintain readiness and ensure community safety through proactive and effective fire and emergency response.

### Responsibilities

1. Respond to emergency incidents and assume command as needed.
2. Provides leadership and supervision to the volunteer paid on call (POC) members and officers including day to day oversight, mentoring, conducting annual performance reviews and first level disciplinary or corrective actions.
3. Responsible for administrative functions including timesheet submissions to payroll. Also assists with the preparation of and operation within department budgets.
4. Assist in planning, directing and coordinating fire, emergency medical and rescue responses.
5. Assists in provision of various fire prevention strategies such as Commercial Fire Inspections, FireSmart Assessments, fire evacuation drills, community outreach and public education opportunities,
6. Ensure all training, operational practices and response activities comply with the BC Fire Service Playbook and other applicable regulations & standards.
7. Responsible for the readiness and functionality of all fire department equipment and vehicles including regular inspections and testing.

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8. Responsible for developing and maintaining a preventative maintenance program and scheduling regular maintenance for apparatus, tools & appliances.
9. Deliver training programs to ensure competency, readiness, and compliance with required qualifications.
10. Collaborate with other officers to develop and improve operational safety methods and practices.
11. Perform related duties as required.

### Qualifications

- Minimum Grade 12 or GED,
- Grade 3 BC License with air endorsement with satisfactory driver's abstract.
- Minimum 5 years firefighting experience.
- EMA First Responder Level 3 First Aid preferred, to be acquired within 2 years.
- NFPA 1001.
- NFPA 1021 Fire Level I preferred.
- NFPA 1031 Fire Inspector Level 1 preferred.
- NFPA 1041 Fire Service Instructor 1 preferred.
- Wildfire Mitigation Specialist training preferred.
- General mechanical understanding of fire department vehicles and equipment.
- Able to pass pre-medical inspection by a qualified medical professional.