



JOB POSTING

ASSISTANT FIRE CHIEF – FIRE PREVENTION & ADMINISTRATION

Temporary 1-year with possibility of extension
Full-time, Exempt position

The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.

The City of Parksville is an active community of urban professionals, families with young children, and retirees who have chosen to live in our community for a quality of life and the region's inspiring natural environment. Nestled on Vancouver Island's east coast, 13,642 residents call Parksville home. We are committed to being the city of choice for ourselves, our employees and future generations to come.

The City of Parksville is seeking an experienced and motivated fire service professional for the temporary full-time position of **Assistant Fire Chief – Fire Prevention & Administration**. This temporary appointment is for **one year**, with the possibility of extension.

Reporting to the Fire Chief, this position offers a **fire service professional a valuable career development opportunity** to build leadership experience in a fire services environment. The successful candidate will join a progressive composite fire department and help deliver high-quality fire and life safety services to the community.

The successful candidate must reside within the Fire Protection Area or within 15 km of the City of Parksville fire station to fulfill the operational requirements of this position. For the right candidate, currently living outside the Parksville area, the City may provide additional financial assistance with temporary accommodation and/or travel expenses.

The Assistant Fire Chief supports the Fire Chief in the leadership and operation of a composite fire department, with core responsibilities in fire prevention, administration, regulatory compliance, and occupational health and safety, as well as emergency response operations. Key duties include overseeing fire prevention and inspection programs, public education initiatives, investigations, development plan reviews, and compliance with applicable legislation, regulations, and municipal policies.

The role contributes to departmental administration, including budgeting, records management, recruitment, performance management, labour relations, and strategic planning, while providing guidance and support to career and volunteer members. The Assistant Fire Chief responds to emergency incidents as required and participates in a duty officer/ duty chief



rotation, supports training, emergency preparedness, and operational readiness. Success in the role requires strong leadership, communication, decision-making, and relationship-building skills, with the ability to foster effective working relationships across the department, organization, external agencies, and the community.

For further information and detailed qualifications listing, please see the position job description.

The City offers a competitive salary range of \$121,320.32 to \$139,218.04 per annum, and a comprehensive benefits package, including an earned day off program upon completion of probation.

Applicants may apply in confidence by providing a cover letter and current resume via email to: hr@parksville.ca, **please include temporary Assistant Fire Chief – Fire Prevention & Administration in the subject line.**

This opportunity will close on October 16 at 4pm. The City of Parksville thanks all applicants in advance for their interest; however, only those selected for an interview will be contacted.

If you would like to request an accommodation or assistance at any stage of the process, please contact human resources (HR@Parksville.ca) for confidential support.