

CITY OF PARKSVILLE

JOB CLASSIFICATION DESCRIPTION

ASSISTANT FIRE CHIEF - Fire Prevention & Administration-

DATE REVISED: JUNE 2026

Job Summary

The Assistant Fire Chief, Fire Prevention and Administration, is a career full-time member of the Parksville Volunteer Fire Department leadership team. Reporting to the Fire Chief, the position is responsible for providing leadership in fire prevention, administration, occupational health and safety, and assigned operational functions of the Fire Rescue Department. The role requires sound judgment, strong leadership, and comprehensive knowledge of fire rescue service delivery, municipal administration, emergency response, and applicable legislation, policies, and standards.

The incumbent plans, administers, directs, and evaluates programs related to fire prevention, regulatory compliance, records management, budgeting, personnel administration, and occupational health and safety, while also serving in a rotational Duty Officer or Duty Chief role and performing firefighting duties as required. The position supports organizational effectiveness through collaboration, continuous improvement, professional leadership, and adherence to municipal and departmental objectives.

PRIMARY DUTIES AND RESPONSIBILITIES

Please note that the following is a general description of the principal functions of this position and is not a detailed list of all duties.

General:

- Reports to the Fire Chief and supports the daily operation of the Fire Rescue Department.
- Provides administrative and technical advice to the Fire Chief in areas of responsibility and assumes assigned departmental responsibilities in the absence of senior officers.
- Maintains accurate records, reports, correspondence, and data quality systems in support of departmental operations and accountability.
- Prepares, implements, monitors, and reports on budgets, procurement activities, asset management, and related administrative plans.
- Participate in recruitment, promotion, performance evaluation, attendance management, and personnel administration for career and on-call members.
- This position provides formal supervision of FRSTs including managing performance, training and development, resolves staff issues, makes recommendations to the Fire Chief with respect to hiring, compensation, discipline, and suspension or termination, and may participate in the grievance process.

- Support, coordinates, participates in, or provides input into personnel issues involving department career staff and on-call members, as delegated by the Fire Chief or CAO and in accordance with municipal policy, legal advice, and collective agreement requirements.
- Assists with confidential labour relations and collective bargaining matters, including preparation, research, implementation, and employer-side support, as assigned.
- Handles public inquiries, complaints, and related compliance matters, and works collaboratively with the management team to support change, continuous improvement, and organizational effectiveness.
- Ensures compliance with departmental policies, FOIPPA requirements, confidentiality standards, and other applicable legislation and corporate requirements.
- Acts for the fire chief in their absence as assigned.
- Performs other related duties as assigned.

Fire Prevention:

- Leads and supports fire prevention activities including inspections, investigations, public education, FireSmart, fire safety planning, and provincial fire reporting.
- Enforces the BC Fire Safety Act, the BC Fire Code, and applicable City bylaws related to inspections and fire prevention.
- Coordinates and delivers fire and life safety education programs for the public and Fire Rescue Department members.
- Maintains inspection schedules, records management systems, preplanning information, and Office of the Fire Commissioner reporting requirements.
- Reviews building plans and development proposals and provides written comments and recommendations in consultation with other City departments.
- Maintains liaison with relevant agencies, authorities, and professional associations and remains current with applicable codes, directives, and best practices.

Administration:

- Provides leadership and oversight for administrative systems, secure recordkeeping, and confidential information management in accordance with legislative and corporate requirements.
- Supports budgeting, reporting, personnel processes, performance metrics, attendance management, and administrative planning within the Fire Rescue Department.

Occupational Health and Safety:

- Provides leadership and oversight for the fire department Occupational Health and Safety Program as a component of the City of Parksville OHS program according to WorkSafeBC, City, Departmental requirements.
- Suggests and improvements as required including implementation of recognized best practices.
- Supports the fire department Joint Occupational Health and Safety Committee and sits as a management representative on the committee.

Operations & Training:

- Serves in a rotational Duty Officer or Duty Chief role and performs firefighting duties as required.

- Responds to emergency fire, rescue, and medical incidents while on duty and, where operationally required, while off duty.
- Supports departmental operational and training goals and participates in ongoing training, drills, and emergency preparedness activities.
- Carries required communication equipment and remains available for after-hours response as assigned.
- Must reside within the Parksville Fire Protection Area and remain an active member in good standing of the Parksville Volunteer Firefighters Association.

JOB QUALIFICATIONS

Education

- Completion of Grade 12, supplemented by fire service-related education, training, and certifications, or an equivalent combination of education and experience.
- Bachelor's degree in a related field preferred.
- Ability to complete additional officer, executive, leadership, and related training as required.

Training/Certification

- NFPA 1001 Level II.
- Minimum NFPA 1021 Fire Officer Level II; Fire Officer Level IV preferred.
- Minimum NFPA 1041 Instructor Level I; Level II preferred.
- Minimum NFPA 1521 Incident Safety Officer
- NFPA 1006 Technical Rope Rescue training. Minimum, low-slope and confined space rescue.
- Valid BC Class 3 driver's licence with air brake endorsement and a satisfactory driver's abstract.
- Satisfactory criminal record check, including vulnerable sector requirements.
- Current Emergency Medical First Responder licence.
- Fire Inspector and Fire Investigation minimum qualifications as required by the Office of the Fire Commissioner of BC, preferred or attainable within 6 months of start.
- Fire and Life Safety Educator and Fire Prevention Officer qualifications preferred or attainable within 24 months of start.

Experience

- Minimum seven years of fire service experience, including fire suppression, training, prevention, and public education.
- Minimum three years of officer-level or equivalent leadership experience.
- Demonstrated supervisory, incident command, administrative, and team leadership experience.
- Experience in volunteer or composite on-call departments is preferred.
Experience related to fire prevention and public education activities is preferred.

Knowledge/Skills/Abilities

- Extensive knowledge of fire service operations, fire prevention, applicable legislation, codes, bylaws, and departmental policies.
- Strong leadership, communication, public speaking, report writing, and interpersonal skills.
- Ability to supervise staff, manage conflict, exercise discretion, and lead change in a respectful

and professional manner.

- Strong administrative, budgeting, records management, and computer skills.
- Ability to think strategically, work independently, and maintain professionalism in demanding or sensitive situations.
 - Extensive knowledge of modern fire rescue techniques and procedures and the operation of equipment and apparatus.
- Demonstrated effective supervisory, management, employee/member relations and related planning.
- Excellent decision-making abilities.
- Demonstrated excellent leadership qualities, skills, and capability in the fire rescue environment. Desires to work closely with others in a team environment at a variety of tasks to accomplish common goals.
- Effective time management and organizational skills to deliver on objectives within demanding timelines and quickly adjust to changes in areas of focus.
- Excellent public relations, team building, interpersonal and communication skills with demonstrated report writing and public speaking skills and the ability to educate the public on matters of fire safety while meeting the objectives for the community.
- Ability to foster teamwork and effective, respectful communication within the department.
- Ability to influence others, resolve conflict, and to play a leadership role in change initiatives by exercising tact, diplomacy and respect for others.
- Ability to use discretion when handling sensitive, high-level or confidential matters.
- Ability to work independently within the team environment.
- Demonstrated ability to be punctual, prepared and lead by example.
- Ability to operate in a digital work environment with good computer skills in a Microsoft based environment; the ability to keyboard well and to prepare well formatted correspondence with appropriate spelling and punctuation.
- Ability to prepare correspondence, administrative reports, records, budget and cost estimates.
- Demonstrated strong attention to detail with the ability to follow and maintain standardized departmental formatting of operational guidelines, reports, correspondence, etc.
- Proven track record of exemplary fire and rescue service including good attendance, positive attitude, ability to work in a team environment with commitment and respect.
- The ability to navigate difficult situations and to address difficult issues in a non-biased and positive manner using departmental and corporate mission, vision, values and policy as overarching sources of guidance.
- The willingness and ability to enroll in and complete additional fire officer, chief officer, leadership and continuing education.
- Ability to think strategically ('big picture' thinking) and understand how decisions impact current and future operations.

STANDARDS

- Support and uphold the established policies and objectives of the City in all areas of activity.
- Will not release or discuss confidential (non-routine) municipal or departmental business without prior authorization from the Fire Chief or Chief Administrative Officer.
- Adhere to all established municipal, corporate and departmental mission, vision and values, rules, regulations and standards.
- Maintain the performance levels set by the department in the execution of all duties and

responsibilities.

- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.

WORKING CONDITIONS

- Physically and emotionally demanding work. Must be physically and emotionally willing and capable of responding to all emergency incidents as required.
- Firefighting duties may involve high-risk tasks/situations. Following operational guidelines and training is required.
- Required to perform duties in all weather conditions.
- Required to work with staff, volunteers, members of Council and members of the public in an effective and courteous manner.
- May encounter environmental or bio-hazardous materials and will be required to follow the exposure control plan and safe work procedures/guidelines.
- May be required to work alone and follow the working alone check-in/check-out procedures/guidelines.
- Must be prepared to work flexible and/or extended hours, often under adverse conditions, including acting as a rotational on-call duty officer and/or duty chief outside business hours.
- Attendance at (opening and or closing), or preparation for, weekend training and weekly practices is required.

Signature of Incumbent: _____

Date: _____

PARKSVILLE