

Deputy Fire Chief (Volunteer)

Job Description | Part Time

DEPARTMENT	REPORTS TO	POSITION TYPE	COMPENSATION
Bella Coola Valley Volunteer Fire Department	Fire Chief	Volunteer – Part time	\$5,000 annual honorarium (paid quarterly)

Role Purpose

The Deputy Fire Chief provides hall-level leadership and operational support within the CCRD's unified fire service. Reporting directly to the Fire Chief, the Deputy Fire Chief supports training delivery, volunteer member management, equipment readiness, and incident response at their designated fire hall (Bella Coola or Hagensborg). The role works collaboratively with the Fire Chief to ensure consistent service delivery, safety culture, and operational readiness across the two-hall model.

Key Accountabilities

Hall Leadership and Member Support

- ☐ Provide day-to-day leadership to volunteer members at their designated hall.
- ☐ Model expectations for professionalism, respectful conduct, and service culture.
- ☐ Support recruitment, retention, mentorship, and performance expectations for volunteer members.
- ☐ Act as Officer in Charge at the hall in the absence of the Fire Chief.

Training Coordination and Readiness

- ☐ Coordinate and deliver training at their hall consistent with the Fire Chief's annual training plan.
- ☐ Maintain accurate training records and attendance for hall members.
- ☐ Support officer development and skills maintenance for volunteer members.
- ☐ Report on training compliance and readiness to the Fire Chief.

Emergency Response and Incident Leadership

- ☐ Provide incident command and operational leadership at emergency scenes as required.
- ☐ Ensure apparatus and equipment at their hall are inspected, maintained, and response-ready through coordinated checks, maintenance scheduling, and follow-up on deficiencies.
- ☐ Support mutual aid response and partner coordination as applicable to the Bella Coola Valley context.

Safety Leadership

- ☐ Promote a strong safety culture and ensure safe work practices are followed in training, response, and station activities.
- ☐ Identify operational risks and communicate concerns to the Fire Chief.
- ☐ Support post-incident learning and continuous improvement at the hall level.

Administration and Reporting

- ☐ Provide regular updates to the Fire Chief on hall activity, training compliance, and emerging needs.
- ☐ Support budget input processes as requested by the Fire Chief.
- ☐ Operate within CCRD bylaws and governance direction.

Other duties as assigned.

Decision Making and Scope

- ☐ Works under the direction of the Fire Chief, CCRD bylaws, policies, and approved budgets.
- ☐ Makes operational decisions at the hall level consistent with Fire Chief direction.
- ☐ Escalates significant operational, safety, or personnel matters to the Fire Chief.
- ☐ Ensures hall operations meet the policies and regulations of the Province of British Columbia, the Office of the Fire Commissioner, and the Central Coast Regional District.

Qualifications and Experience

Required

- ☐ Demonstrated fire service experience, including some officer or leadership responsibilities.
- ☐ Ability to lead, train, mentor, and support volunteer members in a small community setting.
- ☐ Strong written and verbal communication skills.
- ☐ Valid Class 5 BC Driver's License with air endorsement (or ability to obtain within 3 months of appointment).

Preferred (or Ability to Obtain Within a Reasonable Timeframe)

- ☐ Fire Officer training or certification (for example, NFPA 1021 Fire Officer I or equivalent).
- ☐ Familiarity with BC Structure Firefighter Minimum Training Standards (2022 revision) and the Fire Safety Act context.
- ☐ Incident command training (ICS 100 or higher).

Key Competencies

- ☐ Hall-level leadership and team support
- ☐ Safety awareness and risk communication
- ☐ Training coordination and delivery
- ☐ Incident leadership and sound judgement under pressure
- ☐ Organized record keeping and reporting
- ☐ Clear communication and relationship building

Working Conditions

- ☐ Flexible schedule with periodic evening availability for training and meetings, and availability for emergency response as required.
- ☐ Combination of hall-based activities, training delivery, and incident response in varied conditions.