

Position Description

Position Title: Assistant Fire Chief of Training

Department: Fire Rescue

Last Updated: June 2026

Summary

Reporting to the Deputy Fire Chief of Operations, the Assistant Fire Chief of Training is accountable for the design, development and implementation of the firefighter training programs. As an integral member of the management team, this position ensures that training programs are aligned and coordinated with other Westshore Fire Departments, are current and relevant, with a focus on firefighter safety, and are delivered within established budget parameters. This role also involves considerable interaction with the Suppression Officers and external groups, and partners with the Fire Rescue team to achieve the organizational goals.

Key Duties & Accountabilities

- Leads and manages department training initiatives for the membership, with accountability for the planning, delivery, evaluation, and continuous improvement of all training programs to ensure members meet operational, safety, and legislative requirements
- Develops, implements, and maintains comprehensive training program goals and objectives that align with Fire Department standards, industry best practices, and legal requirements, collaborating with Westshore Fire Departments to ensure regulatory compliance and consistency among auto-aid partners
- Monitors, evaluates, and reports on training program effectiveness and operational readiness, using data, performance metrics, and post-incident analysis to inform continuous improvement
- Supports the development and implementation of departmental policies, procedures, and standard operating guidelines related to training and safety.
- Acts as a liaison with external agencies, regulatory bodies, and regional partners, representing the department on training initiatives, committees, and interagency program
- Oversees development and maintenance of training records, documentation, and reporting systems, ensuring accuracy, compliance, and accessibility of member training and certification data
- Ensures compliance with WorkSafeBC regulations, occupational health and safety standards, and applicable legislation, integrating safe work practices into all training activities
- Maintains Current Membership in the BC Fire Training Officer's Association and any other organizations recommended by the Fire Chief
- Acts as a Fire Investigator and/or Fire Inspector as required or as designation by Council
- Provides on-call Chief Officer Duty coverage after normal work hours on a rotational basis as shared with other Chief Officers
- When assigned, acts in the role of Deputy Fire Chief exercising full command authority and decision-making responsibility
- Responds to fires and other emergency incidents, providing operational and tactical support to the fire department personnel
- Performs other duties as required

Qualifications

- Post-secondary diploma in Administration, Leadership, or a related field, along with seven (7) years of progressive experience in the Fire Service, including three (3) years' leadership experience (or an equivalent combination)

Required Certifications

- NFPA 1021 Fire Officer III Certification
- NFPA 1041 Fire Service Instructor II
- EMA FR Level 3 Valid License
- Possess a Valid BC Driver's License (minimum Class 5 with air endorsement)

Asset Certifications

- NFPA 1002 Emergency Vehicle Operator
 - NFPA 1006 Technical Rope Rescue (Technician Level)
 - NFPA 1006 Confined Space Rescue (Technician Level)
 - NFPA 1072 Hazardous Materials (Technician Level)
 - NFPA 1403 Live Fire Instructor
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- Thorough knowledge of the principles, practices, methods, procedures and techniques of emergency responses including fire suppression, hazardous materials, technical rescue, auto extrication and medical aid
 - Ability to clearly define expectations, analyze performance, recommend improvements and follow through on improving skills and abilities
 - Ability to initiate change in the policies and practices and programs which work toward improving the operational capacity of the department and to use creativity and innovation to identify new opportunities, ideas or solutions
 - Ability to collaborate positively with other Chief Officers from other organizations, union members, and international accrediting bodies
 - Thorough knowledge of fire department operational guidelines, regulations, standing orders, policies and applicable Municipal and Provincial Codes, Acts and Bylaws
 - Ability to lead staff in a unionized environment with experience working within Collective Bargaining Agreements
 - Ability to conduct classroom and practical training sessions
 - Demonstrated senior-level experience in emergency scene management and incident command, with proven command-and-control capability in complex and high-risk operational environments
 - Ability to maintain confidentiality of information related to the function of the position
 - Ability to deal tactfully and effectively with internal and external partners and communicate effectively both verbally and in writing
 - Have a high degree of initiative, independent judgment and action
 - Ability to plan, review and supervise, both directly and indirectly, a range of employees, consultants and contractors
 - A commitment to excellent customer service, continuous improvement and life-long learning
 - A team player with a strong work ethic
 - A sense of humour, with the ability to take your work seriously but not yourself