



Deputy Fire Chief (Operations & Training)

Vanderhoof is a friendly and welcoming rural community located in the geographical center of British Columbia and is at the “Heart of it All” when it comes to lifestyle, and employment opportunities. With a population base of roughly 4,500, and serving a larger area of nearly 10,000, Vanderhoof is an active community with great indoor/outdoor recreation facilities and trails. Vanderhoof is situated along Highway 16 (Yellowhead Highway), and located an hour west of Prince George, BC.

Reporting to the Director of Protective Services / Fire Chief, the Deputy Fire Chief (Operations & Training) supports the planning, delivery, and oversight of operational response, equipment and apparatus maintenance, and all training activities within the Fire Department.

In the Fire Chief’s absence, the Deputy Fire Chief acts as the Fire Chief and Incident Commander for fire and emergency responses within the District of Vanderhoof Fire Service Area. As an integral part of the Fire Department, the Deputy Fire Chief liaises with District staff, Council, external agencies, and the community on matters of fire safety, prevention, and District bylaws.

DUTIES

- Ensure departmental and District compliance with all legislative requirements, regulations, policies, and industry standards relating to fire service and emergency management.
- Act as the Incident Commander during fire and emergency responses in the Fire Chief’s absence.
- Make recommendations to and assist the Fire Chief in the development of the department training and operational budgets including the development of grant applications and asset management plans for department equipment, apparatus, and infrastructure related to the Fire Service.
- Establish service levels and standards for fire and emergency response in consultation with the Fire chief.
- Develop recruitment campaigns and assist in the retention of volunteer on-call firefighters.
- Prepare, schedule, coordinate, and deliver all training activities to comply with department policies and operational guidelines, industry standards, the BC minimum Training Standards, department service levels, and other applicable fire service standards, best practices, and guidelines.
- Maintain training records for all members of the Fire Department and monitor the effectiveness of training programs and firefighter engagement.
- In consultation with the Fire Chief, appraise the performance of fire service members and assess and recommend training and development programs.
- Continually monitor new firefighting techniques and methods and makes recommendations to the Fire Chief for their implementation.
- Responsible for assessing, ordering, and maintaining fire apparatuses and equipment and maintaining records related to these activities.
- In consultation with the Fire Chief, recommend, write, and enforce Fire Department rules, regulations, guidelines, policies, procedures, District bylaws and any applicable legislative or governing bodies.
- Oversee and recommend improvements to emergency response processes and methodologies.
- Participate in the Emergency Operations Centre as and when required.



- Conducts bylaw enforcement and licensing inspections, investigations, and enforcement actions pursuant to District policies and bylaws in coordination with Municipal Departments.
- Assist in strategic planning, goal setting and budget preparation, including training and operational budgets, grant applications, and asset management plans.
- Assist with managing inventory, including maintenance and record keeping of all fire apparatus and equipment.
- Provide public education regarding fire safety and fire prevention programs to the public, schools, businesses, and volunteer groups; and assist in preparing public information materials relating to safety and fire prevention.
- Oversee the department's occupational health and safety program, including risk assessments and safety audits, and participate in the District's JOHSC.
- Perform FireSmart Coordinator duties.
- Issue burning permits based on local fire regulations.
- Writes and prepares reports as directed by the Fire Chief.
- Assists in preparing reports and recommendations for committee meetings; attends committee and Council meetings, when necessary.
- Assist Fire Chief with coordinating, developing and maintaining the emergency plans, and conducts pre-planning for the District.
- Coordinate emergency responses with other agencies and jurisdictions.
- Perform other assigned duties as required by the Fire Chief or delegate.

QUALIFICATIONS

- A High School Diploma or equivalent;
- Knowledge of Fire Department Operational guidelines, policies, procedures and applicable local bylaws, Provincial codes, regulations, acts, and standards;
- Knowledge of E.S.S. and E.M.B.C.;
- Knowledge and training on the Incident Command System (ICS);
- Minimum ICS 100 completed (ICS 200 preferred);
- Knowledge and training in bylaw enforcement is preferred;
- Minimum of 5 years of experience within the fire and rescue service sector;
- Valid BC Class 3 Driver's license, with Air Brake endorsement;
- A clean driver's abstract;
- Progressive experience in the Fire Service or an equivalent combination of experience, education, and training.
- Clear police information search and vulnerable sector check (not required as part of application); and
- Must live within the District of Vanderhoof boundaries, to ensure timely response time to emergencies.

Desirable Certification(s) and Training - (must be willing to obtain):

- Fire Service Instructor Level I
- NFPA 1001 Firefighter Level 2
- NFPA 1002 Driver Operator
- Level 1 First Aid
- NFPA 1021 Fire Officer I



- NFPA 1021 Fire Officer 2
- NFPA 1033 Fire Investigator Level 1
- NFPA 1030 Fire Inspector level 1 and 2
- NFPA 1521 Incident Safety Officer

SKILLS

- Strong public speaking skills;
- Able to develop and maintain effective workplace relationships with staff, agencies, community groups, and the public;
- Able and willing to work both days and evenings, any day of the week and be on-call to respond to emergencies within the community;
- Possess strong written and verbal communication skills;
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and modern office technology;
- Possess strong time-management, organizational, and records management skills;
- Thorough knowledge of instructional methods and techniques including modern instructional material, audio visual equipment, and training aids in the field and in a classroom environment;
 - Ability to work independently and under pressure to manage projects and fire response during regular operations and in emergency situations;
 - Above average mechanical aptitude and knowledge in the operation and maintenance of firefighting and rescue equipment;
 - Basic knowledge of Critical Incident Stress Management protocols; and
 - Able to maintain confidentiality.

This is a regular full-time exempt position that offers an attractive benefits package. The salary range for this position is \$73,832 TO \$86,783 per annum.

The District is committed to diversity, equity and inclusion. We invite all qualified candidates to apply. Please submit your resume, cover letter and driver's abstract to [APPLY NOW](#), by Thursday, January 8, 2026 at 4:30pm.

We want to thank all applicants, however only those chosen for an interview will be contacted.