



MOUNTAINS OF OPPORTUNITY

# CRANBROOK

## Career Opportunity

### Deputy Fire Chief

The City of Cranbrook is looking for an experienced and passionate professional to assist in the leadership of its Fire & Emergency Services Department.

#### The City of Cranbrook

The City of Cranbrook is in the southeast corner of British Columbia amongst the majestic Rockies and Purcell mountains, near Alberta and the Canada/USA border. With a population of approximately 20,000, Cranbrook is the largest community in East Kootenay. Known as the “Basecamp of the Kootenays”, Cranbrook provides an inviting lifestyle in a beautiful setting that has made our city a welcoming and growing place in which to live, work and play.

POSTING #	POSTING TYPE	POSITION TYPE	HOURS OF WORK
25-19	Exempt - INTERNAL	Full-time	35-hour work week

#### COMPENSATION & BENEFITS

This position offers a competitive compensation and benefits package which includes:

- Annual base salary starting at \$150,518.91
- Employer matching defined benefit pension plan through Municipal Pension Plan (MPP)
- Option to participate in a compressed work week schedule with earned days off
- Annual Health & Wellness Allowance
- 12 paid sick days
- Competitive Vacation package
- Employee Family Assistance Program
- Continued support for professional development and growth

#### POSITION SUMMARY

Reporting to the Fire Chief, the Deputy Fire Chief assists the Fire Chief in planning, organizing, coordinating and directing the operations of the Fire Department. This position is responsible for overseeing the day-to-day operational needs of the department including staffing, safety, response and prevention activities. The Deputy Fire Chief will exercise significant independent judgement and decision-making, ensuring alignment with departmental strategies, plans policies and guidelines. The Deputy Fire Chief’s direct reports include the Captains, Coordinators and the Auxiliary Firefighter program.

This position provides an experienced fire service professional with the opportunity to lead a dynamic and talented team of firefighters in a community that has rapidly evolving emergency response needs. The Deputy Fire Chief requires the desire and ability to build strong working relationships with unionized staff, partner agencies, other municipal departments and community stakeholders. This is a challenging role, and the Deputy Fire Chief requires a proven ability to lead a highly motivated team in an often-high-pressure environment, keeping a calm demeanor that instills confidence in their abilities and holds the confidence of our community. The successful candidate will have excellent

communication and interpersonal skills, as well as having a consultative approach and a proven track record of successfully undertaking roles of increased responsibility.

**KEY RESPONSIBILITIES INCLUDE:**

- Operational and administrative management of the Fire & Emergency Services Department.
- Oversees day-to-day operation of the department, ensuring the safe, efficient and effective use of resources to deliver the departmental mandate while following all department and municipal policies and procedures.
- Respond to emergencies that impact the City and its residents in support of staff and our partner agencies.
- Acts in the capacity of the Director of Fire & Emergency Services in the Fire Chief's absence.

**REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATIONS AND EXPERIENCE**

- NFPA 1001 Firefighter 1 & 2
- NFPA 1021 Fire Officer 1 & 2
- Emergency Scene Management 1 & 2
- Incident Command Systems 100, 200 & 300
- 5 years of progressive responsibility within a unionized municipal fire service
- Proven ability to build strong interpersonal and interagency relationships
- Proven ability to interact with staff, community, partner agencies and media in a manner that instills confidence in the department
- Valid Class three (3) BC Driver's License
- WSPP-FF1, S215 and Engine Boss certifications

**Preference will be given to candidates with the following:**

- NFPA 1021 Fire Officer 3
- Emergency Medical Responder
- Working knowledge of wildfire response and risk management

The employer is willing to make reasonable accommodations for those candidates that are able to complete the required qualifications within an acceptable period of time.

**PHYSICAL DEMANDS, WORKING CONDITIONS**

- Must be able to work long hours under extreme weather conditions on varied terrain.
- The work can be very physically and emotionally challenging, the Deputy Fire Chief must be physically healthy and emotionally resilient in order to excel at this work.
- Shall have a strong command and control presence.

**INTERNAL POSTING: Applicants for this position MUST be a current member of the Cranbrook Fire Fighters Local 1253 of the International Association of Fire Fighters.**

**CLOSING DATE** Friday, March 28<sup>th</sup>, 2025 at 1600 hrs

Interested applicants are requested to submit a covering letter and resume to:

**Human Resources  
City of Cranbrook  
40 – 10th Avenue South, Cranbrook, BC V1C 2M8**

**E-mail:** [human.resources@cranbrook.ca](mailto:human.resources@cranbrook.ca) (Submissions in Word or .pdf format only)

*We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.*