

**Department:** Fire and Emergency Services

**Division:** Community Safety & Enforcement

**Reports to:** Fire Chief

### **Position Objective/Summary**

The Deputy Fire Chief – Training and Operations is responsible for assisting the Fire Chief with organizing, administering, and directing the overall operation of the Fire Department including the development, implementation and evaluation of a comprehensive training program that meets the department requirements and/or standards related to the services performed by the Fire Department. This position will primarily be responsible for the Operations and Training divisions, although duties will extend to the Prevention and Administrative divisions. The Deputy Fire Chief is also responsible for continuously championing a safe and efficient fire service.

### **Duties and Responsibilities**

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Develops and implements training programs, manuals, lesson plans, guide sheets and a departmental annual training calendar for all members to ensure fire department personnel are achieving and maintaining performance levels as established.
- Coordinates the delivery of fire service-related training programs such as but not limited to recruit training, officer development, emergency patient care, vehicle driver/operator training, auto extrication, technical rescue training such as ice/water rescue, trench rescue, rope rescue, confined space and hazmat and fire suppression so that the continuity of training is maintained, and fire service training goals and objectives are attained.
- Evaluates ongoing training programs and meets regularly with all officers and stakeholders to assist in developing and maintaining a progressive and efficient training program. Monitors and evaluates on-going training programs to ensure they are current, meet legislated and department requirements and addresses department training objectives.

- Ensures training records are complete and retained accordingly.
- Assesses departmental staffing needs, make recommendations to the Fire Chief on complement amendments and organization structure, assists in the design of and leads in recruitment/promotional processes, and makes effective hiring recommendations.
- Participates on hiring committees, trains, develops, and evaluates employees accountable to the Fire Chief in accordance with the policies of the organization and human resources best practices.
- Collaborates with Fire Chief and Human Resources on department skilled resources for purpose of succession planning and development
- In collaboration with the Human Resources Team, is responsible for recruitment efforts. Coordinates information sessions, develops recruitment packages, facilitates interviewing, testing and selection process. Manages new recruits training and onboarding.
- Coordinates department participation in area-wide disaster response exercises and joint training with multiple agencies both within and outside of the City.
- Assists Fire Chief in administration duties such as policy and budget development and administration, creation and implementation of personnel policies and operational procedures.
- Assists with evaluating residential and commercial development projects as to their impacts upon and/or the municipal capacity to deliver fire and emergency services.
- Approves volunteers' department records for payroll. Serves as backup to Fire Executive Administrative Assistant for compiling records for submission to payroll, etc.
- Develops, revises as necessary and approves departmental policies, procedures, guidelines, safety standards, equipment specifications and service/performance levels.
- Share on-call and after-hours responsibilities on a rotational basis with the other members of the management teams, which includes responding to emergency incidents within the community, responding to media inquiries and fielding inquiries from on duty personnel.
- Perform the duties of the Fire Chief in their absence, when required, and functions as alternate CEMC.
- Other duties as assigned.

## **Requirements**

- Minimum 7 years of firefighting experience with a minimum of 3 years supervisory experience in fire services.
- Certificate or Diploma in Adult Learning, Public Safety Administration, and/or Fire & Safety Studies or equivalent is an asset
- Thorough knowledge of the OHSA, and working knowledge of health and safety as it pertains to fire services
- Thorough knowledge of all aspects of fire prevention, fire inspection, fire department management, and all related legislation, regulations, codes and standards, including the Fire Protection and Prevention Act, Emergency Management & Civil Protection Act, Ontario Fire Code, Ontario Building Code, NFPA/CSA/ULC, as acquired through training and certification from Ontario Fire College, and/or progressive NFPA training courses and certifications
- Certified or able to obtain:
  - NFPA 1001 Firefighter Levels I & II
  - NFPA 1072 Hazardous Materials Awareness & Operations, Technician an asset
  - NFPA 1002 Pump Operations
  - NFPA 1006 Technical Rescue is preferred
  - NFPA 1021 Fire Officer Level 3, Level 4 an asset
  - NFPA 1041 Fire Instructor Level 2, level 3 an asset
  - NFPA 1521 Incident Safety Officer
  - NFPA 1031 Fire Inspector I an asset
  - NFPA 1033 & 921, Fire & Explosion Investigations an asset,
  - NFPA 1035 Fire & Life Safety Educator Level 1, Level 2 an asset
  - NFPA 1035 Public Information Officer an asset
  - Blue Card Incident Command Training is preferred
  - Red Cross BLS or equivalency
  - Ontario IMS Level 200 – BEM and willing to acquire EM Level 300 – CEMC
  - JHSC Part 1 & 2 an asset
  - Hold and maintain a valid DZ Ontario Driver's Licence

## **Knowledge/Skill/Ability**

- Demonstrated experience in Municipal Emergency Services Management
- Knowledge of various Provincial and Federal regulations and statutes as pertaining to a municipal fire service.

## DEPUTY FIRE CHIEF – TRAINING AND OPERATIONS

Non-Union

- Demonstrated time and project management skills. An ability to find, consolidate, analyze, and apply information. Attention to detail with proven research, data analysis, and report writing skills.
- The ability to work independently and in a team environment, liaison with key internal and external stakeholders.
- Proficiency in MS Office Suite, Fire Department Records Management Systems, and OFMEM Standard Incident Reporting with the ability to adapt quickly to applicable software and technological equipment.
- Formal training on coaching, supervising, conflict resolution, and leadership skills or equivalent experience.
- Ability to prepare clear and concise reports
- Ability to prepare and understand court documents
- Ability to work in a unionized environment (Labour Relations)

### **Working Conditions**

- Regular office hours are Monday to Friday 8:30-4:30, However, this position will require a flexible schedule as several training events occur in the evenings and on weekends.
- On-call rotation of 24 hours a day, seven days a week
- Stressful work environment
- Emergency response in all weather conditions
- Physical and sensory demands