



Deputy Fire Chief

Full Time (37.5 hour work week)

Salary: \$108,830 – \$129,929 (2020)

Plus a comprehensive benefit package and OMERS pension plan

Applications are invited from qualified and interested candidates for the above-noted non-union position in the Fire Department.

Reporting to the Director of Fire & Partner Services/Fire Chief, the Deputy Fire Chief will provide vision, leadership, and strategic direction to ensure compliance with legislation, municipal by-laws, rules and regulations. The Deputy Fire Chief is directly responsible for daily administration and oversight of the Fire Department personnel, which includes maintaining effective labour/management relations. This role leads suppression, training and communication divisions and will oversee building and fleet maintenance.

Essential (Minimum) Qualifications:

- Completion of post-secondary education in Fire Services Management, Public Administration, or a related field. Equivalent combination of training and experience may be considered.
- NFPA 1021 Standard for Fire Officer Professional Qualification Level III and IV.
- Completion of Community Emergency Management Coordinator (CEMC) certification, or the ability to obtain.
- Five (5) years of progressive senior officer experience in the fire service and have received additional training through the Ontario Fire College, regional fire training centres or educational seminars.
- Experience developing, managing, monitoring, and analyzing capital and operational budgets.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.
- Thorough working knowledge of laws, legislation, acts, regulations, and directives as these pertain and apply to the fire service including the Fire Protection and Prevention Act, the Ontario Building Code and the Occupational Health and Safety Act.
- Thorough working knowledge of health and safety legislation and safe work practices.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Excellent understanding of Provincial policies and legislation as they affect municipal government and specific areas of responsibility.
- Valid "DZ" driver's license in the Province of Ontario.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified candidates must submit a cover letter and resume marked "Deputy Fire Chief" on/before 4:00 p.m. on Monday, March 15, 2021 to the following:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



CITY OF BROCKVILLE

JOB DESCRIPTION

POSITION:	Deputy Fire Chief
DEPARTMENT:	Fire
REPORTS TO:	Director of Fire & Partner Services/Fire Chief

PURPOSE AND SCOPE:

The Deputy Fire Chief will provide vision, leadership, and strategic direction to ensure compliance with legislation, municipal by-laws, rules and regulations. The Deputy Fire Chief is directly responsible for daily administration and oversight of the Fire Department personnel, which includes maintaining effective labour/management relations. This role leads suppression, training and communication divisions and will oversee building and fleet maintenance.

DUTIES AND RESPONSIBILITIES:

- Develop and monitor annual plans, objectives, performance measures and budgetary controls for area; lead department strategic planning which is aligned to Corporate vision, and strategic planning.
- Assist with development, monitoring, analyzing and administration of the capital and operating budgets.
- Contribute to the planning, and development, and delivery of fire suppression and emergency response/rescue programs and services.
- Provide administrative and technical advice to the Director/Fire Chief on operational matters as required and participates in the formulation of departmental policies, procedures and regulations.
- Prepare administrative and operational reports, as well as assists in preparation of budgets.
- Develops and maintains Department Policies and Procedures and Standard Operating Guidelines/Procedures.
- Supervise preventative maintenance and the provision of materials and services required for the operation of buildings, apparatus, and equipment.
- Ensure the operational readiness of the department through the administration of training programs and maintenance of equipment and stations.
- Evaluate emergency operations and perform incident command, as necessary.
- Share on-call and after-hours responsibilities, which includes responding to emergency incidents within the community.
- Determine priorities; obtain, deploy, and optimize fiscal, human, and material resources to achieve business and service plans and expectations aligned to corporate priorities.
- Develop, implement and/or act in accordance with appropriate policies, standards, systems, procedures, and agreements to meet objectives and to comply with legislative requirements.
- Support and ensure the delivery of training and development needs across all divisions.
- Provide timely feedback, instruction, and development guidance to help others excel in their current or future job responsibilities.
- Maintain labour management relations by ensuring compliance with the Collective Agreement through consistent interpretation, supporting the negotiation process, and providing advice and assistance to the negotiation process so the best interest of the municipality and the employees are taken into account and good labour management relations are promoted and effective.

- Manage and oversee the ongoing development and maintenance of an effective information/records management system to meet statutory reporting requirements and to facilitate successful emergency response, prevention, and investigation activities.
- Participate in developing, administering, and maintaining policies and procedures, consistent with Corporate and Divisional objectives; plan and implement short- and long-term objectives; participate with the Chief in planning and implementing short- and long-range goals and objectives for the development of effective fire protection services.
- Prepare information, reports, letters, and memoranda; attends Council/Committee meetings, public hearings, community, and other public meetings as required; make presentations and provide recommendations on matters pertaining to the department.
- Participate on committees and cross-functional teams as appropriate.
- Research and monitor emerging technologies and practices specific to the fire service and make recommendations to the Chief.
- Implement and provide oversight of new technology, software, and state-of-the-art equipment and recommend technological changes in all divisions.
- Assist the Fire Chief with development, implementation, and maintenance of an emergency management program (as mandated by Emergency Management Ontario).
- Act as Alternate Community Emergency Management Coordinator (CEMC).
- Participate as a member of the City of Brockville's Emergency Operations Control Group in the role delegated and required.
- In the absence of the Fire Chief, assume the role and all statutory responsibilities of the position.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (Minimum) Qualifications:

- Completion of post-secondary education in Fire Services Management, Public Administration, or a related field. Equivalent combination of training and experience may be considered.
- NFPA 1021 Standard for Fire Officer Professional Qualification Level III and IV
- Completion of Community Emergency Management Coordinator (CEMC) certification, or the ability to obtain.
- Thorough working knowledge of laws, legislation, acts, regulations, and directives as these pertain and apply to the fire service including the Fire Protection and Prevention Act, the Ontario Building Code and the Occupational Health and Safety Act.
- Thorough working knowledge of health and safety legislation and safe work practices.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Excellent understanding of Provincial policies and legislation as they affect municipal government and specific areas of responsibility.
- Valid "DZ" driver's license in the Province of Ontario.
- Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop, and implement new strategies and procedures.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Advanced computer proficiency including thorough knowledge of Microsoft Office and database software.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning, and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.

- Demonstrated leadership skills including effective mentoring, coaching, counselling, and conflict management skills.
- Excellent interpersonal, organizational and communications skills with a variety of people inside or outside the organization.
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the public and community organizations.
- Demonstrated ability to provide an engaging work environment where staff are motivated to set and achieve or exceed challenging goals; holds staff accountable and recognizes staff for their achievements.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent, and positive manner.
- Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations through a continuous process improvement mind-set.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers, and the public.

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Five (5) years of progressive senior officer experience in the fire service and have received additional training through the Ontario Fire College, regional fire training centres or educational seminars.
- Experience developing, managing, monitoring, and analyzing capital and operational budgets.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.

SUPERVISION:

- Directly supervises the departmental staff including assigning work and ensuring appropriate performance of and safety of same.

WORK ENVIRONMENT:

- Indoor office environment.
- Attend emergency scenes as required.
- Attend after hour meetings as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.