

Posting # 2067**Title: Assistant Deputy Chief****Division:** Fire Services**Department:** Community Safety**Initial Reporting Location:** Lionel E. Lalonde Centre**Job Status:** Permanent Position**Number of Vacancies:** 1**Affiliation:** Non Union**Hours of Work:** 70 hours bi-weekly**Shift Work Required:** Some evenings and weekends may be required**Range of Pay:** Group 13 - \$3,851.40 to 4,533.90 bi-weekly (subject to review)**The start date will follow the selection process.**This position is not eligible to work remotely.

Main Function: As a member of Fire's senior leadership, assist the Deputy Fire Chiefs in managing and directing the development, implementation and ongoing monitoring of programs related to Fire Services ensuring effective service delivery is in compliance with all relevant legislation, regulations, standards and CGS policy. The Assistant Deputy Chief may be assigned responsibility for specific functions on a Divisional-wide basis.

Characteristic Duties: Under the general supervision of the Deputy Fire Chief.

1. Manage and direct personnel to ensure compliance with regulations, by-laws, corporate and departmental policies, Collective Bargaining Agreements, and operating guidelines and directives. In the absence of, or at the direction of the Deputies, is responsible for the management and direction of Career personnel.
2. Lead, promote and support initiatives designed to continuously improve service delivery effectiveness and operational efficiency through review of existing operational and service delivery processes.
3. Assist in the administration of financial, human and physical resources of the Division in alignment with CGS's vision and values, and in accordance with the Department's annual Business Plan.
4. Assist in managing, co-ordinating and monitoring the flow of information through the Fire Services Division to facilitate efficient communications and to support sound executive decision-making.
5. Analyze and interpret legislative amendments, changes in procedures and delivery of services and develop programs and policies to implement same.
6. Apply knowledge of and skills in quantitative and qualitative research and analysis including the management of research studies and teams, the development and application of sophisticated research and analytical approaches and tools, the design and development of performance measures, as well as implementation models.
7. Provide briefings to the Deputy Fire Chief after co-ordinating relevant information and materials, synthesizing complex information, reviewing pertinent documents and identifying key information and events. Ensure that briefing materials are provided in a timely manner to support executive decision-making.
8. Identify issues of interest, impact or concern to the organization. Analyze and provide options for resolution to the Deputy Fire Chief by anticipating possible outcomes, identifying potential opportunities and researching information from a variety of sources.
9. Develop, implement, maintain and evaluate policy and procedures, maintain Division's master policy and procedures documents.
10. Develop and manage the records management system to ensure confidentiality, security and compliance with all necessary Ministry, legislative, regulatory and policy guidelines.
11. Oversee or conduct as required service delivery investigations, evidence development and court/inquest services and make recommendation to Deputies and/or training requirement.
12. Act as hiring manager for recruitment and participate on various hiring committees; act as management's representative in accordance with the grievance procedure as outlined in the Collective Bargaining Agreement(s); and represent Fire Services at labour management meetings.

13. As required, act on behalf of the Deputy Fire Chief by participating in meetings, committees, public events to share information, identify and manage contentious issues and resolutions.
14. Assist the Deputy Fire Chief with business planning, program development, project management and policy development.
15. Lead and/or represent the Deputy Fire Chief on major initiatives and special projects, as required.
16. Assist with developing and maintaining excellent working relationships with other internal sections/divisions, municipal departments, and external agencies so that divisional information requirements are met and fire operations remain efficient and effective meeting all service goals and objectives.
17. Assume on-call duties as scheduled, ensuring an on-call 'Operations Duty Officer' is available 24/7, 365 days a year. Respond to major emergencies on a 24-hour basis and assume Incident Command as required.
18. Act as the Deputy Fire Chief as needed.
19. Monitor expenditures to support on-going financial sustainability. Implement and maintain stewardship practices to maximize the life of the assets and minimize costs.
20. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
21. Perform other related duties as required.

Qualifications:

Education and Training:

- College Diploma in a related discipline (e.g. Business Administration, Public Administration, Business Leadership, Project Management) from a recognized Community College with Canadian accreditation.
- Obtain the Ontario Fire College Officer Diploma within a prescribed time limit.
- Additional education initiatives to update and expand competencies.

Experience:

- Minimum of four (4) years of experience at a supervisory level in a unionized and highly diversified public or private sector organization, including the delivery and co-ordination of fire protection.
- Experience working in a composite Fire Department considered an asset.

OR

Education and Training:

- University Degree in a related discipline (e.g. Business Administration, Public Administration, Leadership, Project Management) from a recognized University with Canadian accreditation.
- Obtain the Ontario Fire Officer Diploma within a prescribed time limit.
- Additional education initiatives to update and expand competencies.

Experience:

- Minimum of two (2) years of experience at a supervisory level in a unionized and highly diversified public or private sector organization, including the delivery and co-ordination of fire protection.
- Experience working in a composite Fire Department considered an asset.

Knowledge Of:

- City's corporate and departmental policies and procedures.
- Applicable legislation and related regulations (Fire Protection and Prevention Act, Occupational Health and Safety Act, Ontario Fire Code, National Fire Protection Association's codes and standards, etc.).
- Fire service administration and the principles, practices and techniques of fire service operations.
- Effective management practices.
- Excellent computer skills with good working knowledge of Microsoft Office Suite and fire service management software programs.
- Quality Management, Project Management, Continuous Improvement and Risk Management methodologies considered an asset.

Abilities To:

- Willingness to take a creative approach to problems or issues, to go beyond the conventional, and to explore creative uses of resources.
- Willingness to make sound decisions involving varied levels of complexity, ambiguity and risk.
- Work and communicate collaboratively within the City of Greater Sudbury to create alignment within and across teams and groups.
- Desire to work closely with internal and external customers (citizens of CGS, clients, colleagues, other divisions/departments, community and agency partners, key stakeholders, etc.) to meet and exceed their expectations.
- Learn and understand key relationships, diverse interest groups and power bases within one's own and other organizations with which one interacts, as well as in the wider community, and to use that understanding to lead municipal and public services

more effectively.

- Plan and co-ordinate work, understand and effectively manage resources, prioritize steps to be taken, anticipate potential issues/barriers and develop contingency plans to address these, and execute individual and team activities in a way that ensures the achievement of a set of objectives.
- Foster long-term learning or development of others by recognizing and supporting their developmental interests and needs, and encouraging opportunities for learning.
- Expect the best from themselves and others and position others and the organization for success by establishing appropriate levels of performance and responsibility, holding them to account for delivery of objectives and implementing appropriate controls to ensure compliance with policies, procedures and industry regulations.
- Inspire others to work toward common goals by engaging and empowering them.
- Adapt to and work effectively within a variety of situations, and with various individuals or groups.
- Be attuned to the needs, perspectives and sensitivities of others and acting with them in mind.
- Act with integrity, ensuring one's actions are consistent with CGS's values and expectations (e.g. walk the talk) and includes the courage to challenge others to uphold them.

Personal Suitability:

- Capacity to manage proficiently within changing and competing priorities, and to manage stress effectively.
- Availability to work flexible hours in order to address evening and weekend commitments.
- Mental and physical fitness to perform essential job functions.

Language:

- Excellent use of English; verbally and in writing.
- French verbal skills highly desirable; written skills an asset.

Other Requirements:

- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's license, have an acceptable driving record, and personal insurance coverage.

Leadership Competencies:

Tactical Implementation- Non Supervisory (II)

For more information on leadership competencies, please visit www.greatersudbury.ca/jobs.

This job is also being posted as a development opportunity. Should there be no fully qualified candidate for this position, a candidate who can be expected to meet the required qualifications within a reasonable period of time may be considered for this position as a development opportunity.

Development opportunity range of pay: \$3,500.70 to \$4,120.20 bi-weekly (subject to review). The successful candidate will be paid at the reduced range until the minimum qualifications have been met.

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.

We must receive your resume **before 11:59 p.m. on Tuesday, May 21, 2024**. For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
 - .doc
 - .docx
 - .txt
 - .pdf
 - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?

The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: [Applicants Living Outside of Canada \(greatersudbury.ca\)](https://www.greatersudbury.ca/working-in-canada)

Contact Us:

For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca