



Job Search

Deputy Fire Chief

305 Wellington Street, 305 Wellington Street, St. Thomas, Ontario, Canada Req #911

Date Posted: April 17, 2024



An Opportunity to Join Our Dynamic Team ... in a Dynamic City

The Corporation of the City of St. Thomas, Fire Department, is recruiting for a:

DEPUTY FIRE CHIEF

Posting #911-04-24

POSITION SYNOPSIS AND PURPOSE:

Under the general direction of the Fire Chief, this position is responsible for assisting in setting the strategic direction of the department, maintaining professional standards, and providing overall supervision, administration, and management of the St. Thomas Fire Department (STFD). As a member of the Fire Administration Team, the Deputy Fire Chief assists in overseeing the delivery of all council mandated and approved fire protection services and assists in the planning, co-ordinating and directing of the Operations and Communications Divisions. The Deputy Fire Chief assists in the development of a culture of total service excellence. This position is also responsible for filling the role of Community Emergency Management Coordinator (CEMC) and has the primary responsibility for developing, implementing, and maintaining the City's Emergency Management Program. This position involves a high level of responsibility and accountability with appropriate authority for the prevention of injuries and loss of life and property from fire in the City of St. Thomas. As a member of the Fire Administration Team, provides coverage for other members in their absence as required.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Administration and Leadership (30%)

- Responds to emergencies in the role of senior advisor to the Incident Commander. May be required to take responsibility at emergency scenes or to take on other emergency scene roles as required. Acts as a point of reference for media inquiries.
- Fulfills the requirements of the "Deputy Fire Chief" as provided for within the City's Fire Department Establishing and Regulating By-law.
- Monitors department key performance indicators, ensures that STFD is compliant with best practices and standards through an awareness of new fire service trends and challenges. Assists in monitoring the department's performance for quality assurance, development of reports and the use of data-driven decision making and the development and monitoring of the department budget.
- Responsible for working within operating and capital budgets and purchasing expenditures within departmental and corporate financial framework.
- Advise the Fire Chief of any changes in procedures or methods necessary to maintain or improve the emergency operations including post emergency evaluations.

- Participates in weekly fire administration and committee meetings as required.
- Takes the lead on special projects assigned by the Fire Chief and oversees the department's drone program.
- Assists the Fire Chief in representing the department at public events.
- Assists in managing all department records in accordance with City by-laws and policies.
- Maintains effective relationships with other departments, municipalities, agencies, organizations, levels of government, stakeholders and community partners. Liaises with various agencies and groups within the community on matters relating to Fire Services.
- Assumes the duties and responsibilities of the Chief during absences of the Chief.

Operations and Service Planning (30%)

- Supervises and directs the day-to-day activities of the Suppression and Training Divisions and ensures that delegated responsibilities from the Fire Chief are carried out in accordance with applicable legislation, corporate and/or departmental policies and procedures.
- Assists the Fire Chief in the development of department business plans, strategic plans and emergency plans. Participates in the development of programs and in department planning.
- Assists in managing the vehicle and equipment procurement program. Coordinates all vehicle and building maintenance and repair requirements. Directs the annual testing of equipment.
- Is responsible for the development, implementation, maintenance and review of a comprehensive Emergency Management Program for the City. Ensures that the City is annually compliant with the Emergency Management and Civil Protection Act.
- Thorough knowledge of automatic and mutual aid.
- Provides administrative, strategic planning and technical advice to the Fire Chief on operational matters including but not limited to departmental policies, procedural guidelines, by-laws and/or enacting regulations.
- Prepares all quarterly and annual reports to Fire Chief, as required.
- Performs other duties as assigned.

Human Resources (5%)

- Creates and maintains an environment of open communication, creative thinking, and cohesive team effort; including but not limited to providing and communicating a vision, motivating, inspiring, coaching and developing members of the team, facilitating problem solving and collaboration, and maintaining both healthy group dynamics and staff morale whenever possible.
- The Deputy Fire Chief works with the Fire Chief and the Human Resources Department in the recruitment of staff members and assists in the development of job descriptions, conducts staff performance reviews, coaches and counsels direct reports as required, assists with the management of attendance and with staff scheduling, oversees the department's health and wellness programs, assists with the development of operational guidelines and department policies, assists with the management of labour relations and the Collective Agreement, ensures compliance with the department's rules and regulations and the Collective Agreement, and assists the Fire Chief in developing a culture of learning.
- Assists the Fire Chief with the development of the department's training program and staff professional development initiatives.
- In conjunction with the Fire Chief, assists in resolving employee and human resource issues as they relate to division staff and in collaboration with Human Resources.
- Promotes sound working relationships amongst staff through the application of sound leadership, management and communication skills.
- Works to create a positive and respectful work environment.

Safety and Compliance (20%)

- Is the management representative on the Joint Health and Safety Committee and promotes a culture of health, safety, and wellness.
- Participates in the dissemination of safety and departmental directives, ensuring compliance and that safety and protective clothing and equipment is utilized.
- Responsible for reporting any unsafe acts or conditions to the Fire Chief or Health & Safety Committee representative.
- Responsible for reporting any contravention of the Occupational Health & Safety Act.

Community Engagement (15%)

- As required, assists with presentations on public safety.

- Advise and recommend to the Fire Chief any methods needed to improve fire prevention and protection services in the community.

MINIMUM QUALIFICATIONS:

Graduation from a post-secondary education program in Business/Public Administration or another related program. Must have or be able to obtain the National Fire Protection Association (NFPA) 1021 Fire Officer Level 3 Certification within a reasonable period of time. Must possess or obtain within a reasonable time frame the Community Emergency Management Coordinator (C.E.M.C.) designation and IMS levels one through three from Emergency Management Ontario. Occupational Health and Safety (certified member specific to fire service). A minimum of at least ten (10) years' experience within the Fire Service and a minimum five (5) years' proven experience in a fire administration/leadership/managerial/supervisory capacity in the fire service including incident command or an equivalent combination of education, training and experience. Equivalent experience as a senior fire service officer will be considered. Must have superior communication and interpersonal skills, a working knowledge of modern firefighting techniques and experience leading a fire service in a unionized environment. Must possess a thorough knowledge of fire suppression/operations, radio communications, computer-aided dispatch, along with a working knowledge of fire inspection and investigation procedures. A working knowledge of the Fire Protection and Prevention Act, the Ontario Fire Code and other relevant provincial legislation is required. Ability to adapt to change, learn and practice new skills. Thorough knowledge of procedures, rules, regulations, by-laws, policies and standard operating guidelines and applicable Provincial Codes and Acts. Ability to work within operating and capital budgets. Experience in managing emergency scenes and assessing individual and organizational effectiveness in both emergency and non-emergency situations. Good knowledge of the municipality and surrounding areas protected by agreements. Excellent analytical, problem-solving and critical thinking skills. Sound knowledge and understanding of the principles and best practices of fire services. Sound understanding of special operations including technical knowledge of investigation and evidence gathering techniques; training techniques and methods; public safety theories and methods as well as risk assessment and risk management. Thorough knowledge of automatic and mutual aid. Physically able to perform all firefighting activities, complex rescues and other related emergency services. Computer literacy utilizing the Microsoft Office Suite (Word, Excel, Powerpoint, Outlook). Must possess knowledge of Crisis and Fire Pro. Ability to be flexible and available for evening and weekend hours and emergency responses when required. Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

Additional Information:

Satisfactory Police Record Check is required as a condition of employment.

HOURS OF WORK:

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch. Required, on occasion to work beyond the normal hours of work and off site; evenings and weekends. Shares off-duty call and stand-by with the Fire Chief.

WHAT WE OFFER:

- Salary Range: \$124,568 - \$151,414 per annum (Group 5)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Monday May 13, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type **Hourly**

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