



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Deputy Fire Chief (Job ID #2024.136)

Department: Fire and Rescue Services
Location: Keswick Fire Hall, Station 1-4
Status: Permanent, Full Time
Number of Positions: 1
Salary: \$143,165 - \$ 174,019 per year
Hours of Work: 35 hours/week
Date Posted: October 21, 2024
Date Closing: November 5, 2024



Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose

Responsible for strategic leadership in a very well respected and forward thinking fire and emergency services organization and play an important part in the continued safety and preparedness of the Town. Reporting to the Fire Chief, you will join a leadership team that oversees the fire services of the town. The responsibilities of each Deputy Fire Chief are assigned portfolios by the Fire Chief and include but not limited to the management and direction of the following functions: operations, fleet management, facilities management, communications, community risk assessment, fire prevention, public education, budget and financial strategy, external stakeholder engagement, training, emergency management, and specialized projects. ***For full details, please see attached job description***

Minimum Qualifications

- Minimum eight (8) years of progressive leadership in the fire service.
- Successful completion of a post-secondary degree or diploma in Business, Public Administration, Fire Protection, or a related field; or an equivalent combination of education and experience
- Significant previous experience as both a Firefighter and an Officer in a composite Fire Department
- Experience with labour relations, as well as leading and motivating Volunteer Firefighters.
- Must be available to be on-call on a rotating basis and accessible 24/7 to attend to emergencies; and be able to respond to incidents in the Town of Georgina within approximately twenty minutes
- Police Vulnerable Sector Check deemed as satisfactory by the Town
- Valid Class "D" Driver's License, with Z endorsement, and Driver's Abstract in good standing

How to apply

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting www.georgina.ca/careers - Current Opportunities, and select the 'Apply for This Job' feature no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

Committed to diversity and a barrier-free environment

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Department.



GEORGINA

JOB DESCRIPTION

Title:	Deputy Fire Chief	Position #:	NU05
Department:	Fire and Emergency Services	Division:	Fire and Emergency Services
Reports To:	Director of Emergency Services/Fire Chief		
Direct Reports:	Training Officer; Fire Fighters; Volunteer Fire Fighters		
Indirect Reports:	Fire Prevention Officer; Administrative Assistant		
Employee Group:	Management		

Position Summary

Responsible for managing the operations of the Suppression Division, including vehicle and equipment maintenance, scheduling and overseeing station repairs and maintenance, and regularly responding to emergency situations throughout the Town. Designated as the Alternate CEMC.

Responsibilities

- Provides supervision to fire service personnel, both fulltime and volunteer, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline, safety, and hiring/ promotion/ transfer/succession planning and termination decisions.
- Assesses, reviews and makes recommendations to the Fire Chief on the current and long term fire services and emergency needs of the Town.
- Is responsible for managing change and providing strategic and operational direction for the effective management of the Georgina Fire Service
- Provides leadership to the Fire Services through managing and coordinating the development of long range plans and programs and promoting effective labour relations
- Coordinates and supervises the Suppression Division; coordinates and supervises pre-planning, and other areas as assigned by the Fire Chief.
- Receives and addresses public enquiries.
- Manages and participates in the development, recommendation and implementation of goals, objectives, guidelines and policies.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommending changes when necessary.
- Purchases supplies and equipment and prepares RFP's and tenders, as directed by the Fire Chief.
- Participates in the development and administration of the department's annual operating and capital budget; 10 year capital budget, participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Develops and implements cost-effective, innovative solutions.
- Applies critical thinking, project management and change management skills to increase the efficiencies and effectiveness of corporate and departmental initiatives.
- Acts as On Call Senior officer as scheduled, responds to emergencies and acts as Incident Commander as

required.

- Develops strategies to address current and emerging fire safety issues.
- Participates in all labour relations and contract negotiations; ensures Collective Agreement is administered correctly and consistently.
- Liaises with and supports other Town departments, the Office of the Fire Marshal Emergency Management Ontario, other York regional Fire Services, educational institutes, other municipalities/levels of government, builders, contractors, utilities, regulatory agencies, media, general public, service clubs, community groups, etc. on matters relating to Fire Department operations, prevention/awareness, inspections, equipment and/or incidents, as required.
- Designated as the Town's Alternate Community Emergency Management Coordinator (CEMC) ensuring compliance with all applicable components of the Emergency Management Act.
- Participates in the preparation and implementation of municipal and bordering municipalities and Regional mutual aid agreements.
- Assists the Fire Chief in fire investigations by attending fire scenes and authorizing/providing necessary resources for the Fire Prevention Officer to establish possible cause and dollar loss, in cooperation with the Fire Marshal's Office and liaises with insurance adjusters, York Regional and/or Provincial Police.
- Provides witness testimony for criminal court fire investigations and coroners' inquests and ensures follow-up, as necessary.
- Liaises with ambulance personnel, Doctors, Coroners and Hospital Emergency Ward personnel for accident and other emergency situations, as necessary.
- Plans for the orderly acquisition, operation and maintenance of facilities, vehicle, and equipment relating to the use, age and /or community growth.
- Reviews and provides comments, on behalf of the Fire Department, on applications for plans of subdivision, re-zoning, site plans and construction of new buildings for compliance with fire standards and regulations.
- Advises the Fire Chief promptly of any outstanding fire risks found within the Town.
- Prepares a monthly report of activities and compiles yearly activities for inclusion in the annual report.
- Prepares various reports and makes recommendations as required.
- Manages all statutory duties in the absence of the Fire Chief.
- Responds to enquires and/or resolves complaints from the general public, staff, Council, media and other government bodies, as required.
- Assists in fire suppression and emergency situations as required.
- Attends Council, Committee, public and/or other meetings on behalf of the Fire Chief, as required.
- Partakes and is a member of fire service and community committees as directed by the Fire Chief.
- Undertakes special projects as assigned.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
 - Enforces the Town's Health and Safety Program, procedures and best practices.
 - Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

Minimum Qualifications

Education and Training:

- Successful completion of a post-secondary degree or diploma in Business, Public Administration, Fire Protection, or a related field; or an equivalent combination of education and experience
- Training in administrative/management techniques and principles;

- CEMC designation and Health & Safety Level 2 Certification are preferred (or willingness to obtain within one year);
- Formal training and/or certification in Ice/Water Rescue, Hazardous Materials Response and Automatic External Defibrillation;

Experience:

- Eight (8) years' progressively responsible leadership experience in fire services;
- Experience with labour relations;
- Experience working with volunteer fire fighters and motivating others;
- Accumulated expertise in change management, project management, business planning and budgeting;
- Significant previous experience as both a fire fighter and an officer in a composite Fire Department

Knowledge:

- Thorough working knowledge of applicable legislative, codes, guidelines and regulatory standards, court processes and procedures, fire prevention programs, site plan review process and local government responsibilities.

Competencies:

- Proven leader with a results oriented commitment to great customer service combined with a continual drive to improve the quality of the services offered;
- Ability to apply adult learning principles and administer learning, development and education programs;
- Ability to develop, motivate, train and educate staff;
- Ability to foster positive, sound labour relations practices and work closely with senior corporate management and staff;
- Exceptional analytical, problem solving, organizational, public relations, communication, conflict management, investigative, planning, leadership and supervisory skills;
- Must be available to be on-call on a rotating basis and accessible 24/7 to attend to emergencies and be able to respond to incidents in the Town of Georgina within approximately twenty minutes;
- Ability to attend evening and/or weekend meetings and special events as assigned;
- Police Vulnerable Sector Check;
- Valid Class "D" Driver's License, with Z endorsement;
- Driver's Abstract in good standing required to operate Corporation vehicles.

Physical Demands and Working Conditions

- Normal office conditions;
- Requirement to travel to various locations;
- Training activities;
- Occasional requirement to respond to emergency situations – potentially extreme environment.