



GEORGINA

Employment Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Deputy Fire Chief (Job ID #2025.22)

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: February 3, 2025
Date Closing: February 14, 2025



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 successful graduation from the Ontario Fire College
- NFPA Officer 3 or equivalent
- Experience in fire prevention, public education and community risk analysis. Preference will be given to candidates with experience in emergency management and policy development
- Strong working knowledge of relevant legislation, codes, standards and guidelines including the Fire Protection and Prevention Act, the Ontario Fire Code, the Ontario Building Code, National Fire Protection Association Standards, and the Occupational Health & Safety Act
- Knowledge of data management and ArcGIS platforms to drive business intelligence initiatives aimed at conducting community risk assessments considered an asset
- 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 "G" Driver's License, 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
Department:	Fire and Emergency Services
Division:	Fire Prevention, Public Education and External Stakeholder Engagement
Direct Reports:	Fire Prevention Officer, Public Educator/Fire Prevention Inspector,
Indirect Reports:	Administrative staff, Fire Suppression staff, Training officer
Employee Group:	Management
Position #:	NU

Position Summary
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.
Responsibilities
<ul style="list-style-type: none"> • Responsible for ongoing community risk assessment and related programs • Ensure program delivery is in accordance with relevant legislation, applicable standards and departmental service standards • Develop and implement policies and procedures for fire prevention, public education and community risk assessment. • Develop and implement programs to engage community leadership groups and communities in regards to diversity and inclusivity. • Review current departmental communications through various forms of media, and lead strategies for enhanced engagement and continuous improvements of outreach • Collect and analysis business data to substantiate operational direction, budget requests, and allow for overall improved evidence based decision making abilities • Present reports and recommendations for approval at Committee meetings and Council • Lead the development and implementation of the Town's Community Emergency Management Plan • Support Corporate Emergency Management (EM), the Emergency Operations Center (EOC) and serve on various EM working committees, including those with other municipalities and York Region. Respond to all municipal emergencies as required • Directly and indirectly manage union and non-union staff, including conducting performance reviews, planning, training, development formulation, problem solving/dispute resolution, discipline, safety, and hiring/promotion/transfer/succession planning and termination decisions

- Motivate, mentor and coach divisional staff, ensuring alignment with corporate vision mission and values
- Provide input into development and management of annual business planning, long term strategic planning, capital asset management and budget process
- Participate in local, regional and provincial organizations and committees to establish Georgina Fire as an industry leader
- Participate in the Town's Health & Safety Program; complies with and ensures that all staff supervised comply with the Occupational Health and Safety Act, other applicable legislation and best practices
- Maintain knowledge of and adheres to all Town of Georgina Policies and Procedures
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained

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 successful graduation from the Ontario Fire College
- NFPA Officer 3 or equivalent
- Additional training in emergency preparedness is an asset
- Additional leadership training would be considered an asset

Experience

- Minimum eight (8) years of progressive leadership in the fire service.
- Experience in fire prevention, public education and community risk analysis. Preference will be given to candidates with experience in emergency management and policy development.
- Experience with a composite fire service would be an asset
- One (1) year on the job for the period of adjustment, orientation, and adaptation

Knowledge

- Strong working knowledge of relevant legislation, codes, standards and guidelines including the Fire Protection and Prevention Act, the Ontario Fire Code, the Ontario Building Code, National Fire Protection Association Standards, and the Occupational Health & Safety Act
- Skilled in using data analytics to support business planning and continuous improvement initiatives
- Demonstrated working knowledge of municipal government and decision making processes
- Recognition of current and future fire service trends, practices, technological and information
- Knowledge of data management and ArcGIS platforms to drive business intelligence initiatives aimed at conducting community risk assessments considered an asset

Competencies

- Demonstrated leadership skills with a proven ability articulate a vision, motivate teams, drive performance and foster innovation
- Highly skilled at developing strategies/solutions for addressing current and emerging fire and life safety issues

- Clear ability to drive results and affect positive change through action management, people management and financial and asset management
- Demonstrated ability to engage, build and maintain strong working relationships with elected officials, management, union representatives, members of the public and other relevant stakeholders
- Exceptional communication and conflict management skills.
- Strong written communication skills. Demonstrated experience writing reports.

Additional Job Requirements

- Normal office conditions
- Must be available to be on-call on a rotating basis and accessible 24/7 to attend to emergencies and be able to respond within approximately twenty minutes
- Class G driver's licence in good standing
- Satisfactory passing of a vulnerable sector screening