



## **Career Opportunity – Internal/External Posting**

### **Deputy Fire Chief – Training, Public Education, Emergency Management, and Health & Safety Programs Community and Development Services**

#### **Position Summary:**

Reporting to the Fire Chief, the Deputy Fire Chief – Training, Public Education, Emergency Management, and Health & Safety Programs is a multi-disciplined supervisory, administrative, emergency response, command, and control position. This senior officer assists in organizing, administering, and directing their portfolio while assisting with other department operations. When in attendance, the Deputy Chief directs all tactical operations at fires and other emergencies unless assisted by a ranking officer at a major emergency. Additionally, the Deputy Fire Chief will be responsible for enhancing the community education programs in fire prevention, fire safety and emergency preparedness. This position is responsible for fire department training, developing, and administering the training program related to Council's approved level of service. This position is appointed as the primary Community Emergency Management Coordinator (CEMC).

#### **Key Responsibilities:**

- Responsible for all levels of department training and program development in conjunction with NFPA and provincial standards.
- Coordination and delivery of training programs, including recruit programs.
- Administer Firefighter certification programs.
- Maintain departmental training records.
- Act as Mental Health Program Lead, coordinating Peer Support and Firefighter Mental health programs, including training and coordination of regional meetings.
- Develop and maintain emergency response Standard Operating Guidelines (SOGs).
- Specialized Program Development for Public Education and Emergency Response Pre-Planning.
- Coordinate, develop and arrange delivery of community public education programs and messaging related to fire prevention and emergency preparedness.
- Manage and maintain public education materials inventory and records, including education messaging.
- Develop and Oversee Emergency Response Pre-Plan Program.
- Critical Emergency Response Incident Tracking and Firefighter Notification.
- Primary CEMC.
- Review and maintain the Community Risk Assessment, the municipal Hazard Identification Risk Assessment and Emergency Response Plan annually.

- Develop the Municipal Emergency Control Group (MECG) legislated 4-hour training and exercise.
- Complete municipal compliance documentation before Dec 31 on an annual basis.
- Attend all full alarm emergency responses and discretionary calls during assigned “on call” weeks, and;
  - Assist with incident command-related assignments.
  - May function as Incident Commander in the Chief’s absence.
  - Supervise duty squad shifts at the scene and may act as incident safety officer.
  - A significant event occurring outside of assigned “on call” weeks would require the Deputy Fire Chief to attend to assist with incident management (if available).
- Joint Health and Safety Committee Management Co-Chair responsible for coordinating workplace inspections and meetings, as prescribed.
- Responsible for all workplace injury and accident investigations in coordination with Human Resources.
- Designated as the Communicable Disease Officer, as required under Ontario Public Health Standards.
- Liaise with the Manager of Communications and Public Relations on all communication initiatives, media relations, and social media activities related to Fire Services, ensuring alignment with corporate communications guidelines and standards for all public-facing materials.
- Comply with applicable provincial and municipal legislation, including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality’s Records and Information Management Program.
- Comply with the Occupational Health and Safety Act (OHSA), applicable regulations, and the Municipality’s Health and Safety Program.
- Other duties as assigned.

### **Qualifications, Knowledge, and Skills:**

- Must possess post-secondary education in a related field, including supervisory and management studies and/or related experience.
- Must have NFPA 1021 Fire Officer Level II.
- Must have NFPA 1041 Level II Fire and Emergency Services Instructor.
- NFPA 1035 Fire and Life Safety Educator, NFPA 1006 Chapter 8 – Common Passenger, Tech Level, NFPA 1006 Chapter 9 – Heavy Rescue, Operations Level, NFPA 1006 Chapter 13 - Elevator Rescue, Tech Level, NFPA 1006 Chapter 20 - Ice Water Ops Level is preferred. The incumbent must be willing to obtain within a specified timeframe.
- Must have a minimum of five (5) years experience as a full-time officer in fire services with emergency response experience and use of the Incident Management System.
- Must have the ability to exercise discretion and judgement to make sound decisions while maintaining tact and political acuity.
- Must have strong verbal and written communication skills.
- Must have demonstrated strong facilitation skills in training programs, including development and delivery.
- Must have strong organizational and time management skills.

- Must be proficient in using computer applications in a Microsoft Windows environment.
- Must possess and maintain a valid Ontario Class 'DZ' Driver's Licence.
- Must be currently certified in First Aid and CPR.
- Must have OFC Pump Operators Certificate.
- Must have knowledge of and experience collaborating with the community.
- Must have experience with the development and delivery of firefighter training programs as well as community education programming in fire prevention/fire safety/and emergency preparedness, including BEM and CEMC programs.
- Must have demonstrated experience in applying the OHSA, Section 21 Guidance Notes, and the development of policy, procedures, and guidelines.
- Must have experience supervising the emergency scene to ensure that Officers and Firefighters act in a manner consistent with OHSA and Department SOGs.
- Must have a working knowledge of various legislation and regulations, including but not limited to the FPPA, OFC, NFPA, OHSA, TSSA, ESA, and municipal by-laws.

### **Hours of Work and Working Conditions:**

This position is employed 35 hours per week in an office environment with frequent exposure to outdoor elements. "On-call" attendance at emergency incidents is a priority and required of this position. Attendance at training and evening meetings is also required. The incumbent must live within municipal boundaries or demonstrate the ability to respond to emergency incidents within a prescribed timeframe.

### **Employee Group:**

Non-union.

### **Salary Range:**

\$106,418.56 - \$124,494.66 (2025 Rates)

### **Closing Date:**

Applications must be received by 11:59 PM, Sunday, May 25, 2025.

### **How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761