



The City of Martensville

Job Type: Permanent, full-time, out-of-scope DEPUTY FIRE CHIEF
Closing Date: June 13th, 2025 @ 5:00 pm

FUNCTION

Reporting to the Fire Chief, the Deputy Chief is a senior level officer of the Fire and Protective Services Department who provides fire inspections, training, public education, fire prevention activities, administrative duties, fire investigation duties, and ensures departmental safety.

The Deputy Chief also assists in emergency response and incident command.

RESPONSIBILITIES

- Responsible for leadership, supervision, and safety of paid on call firefighters.
- Responsible for a high level of personal safety, as well as the safety of all others including co-workers and the public.
- Manage Health and Safety programs
- Provides administrative and technical advice to the Fire Chief on operational problems and matters as required.
- Aid in the development and enforcement of departmental policies, standard operating guidelines (SOGs), and emergency response protocols.
- Participate in budgeting, equipment acquisition, and resource planning in collaboration with the Fire Chief and city administration.
- Represent the department at public meetings, inter-agency collaborations, and community outreach initiatives.
- Attends and directs operations at emergency scenes when necessary unless relieved by the Fire Chief and provides advice, assistance, and direction to senior officers on operational and administrative matters.
- Assists in the maintenance and upkeep of all fire department equipment, which includes all apparatus and buildings.
- Assists in the development of long-range training objectives and is responsible for the development and implementation of training programs ensuring compliance with all provincial regulations.
- Provides training to the volunteer fire members in the areas of, but not limited to, fire suppression techniques, rescue practices, driver/operator, hazardous materials response, and medical first responders.

- Participates in fire safety campaigns and establishes and promotes effective public relations for the department.
- Conducts fire inspection and fire prevention duties.
- Assists the Fire Chief in the administration of the fire department as directed.
- Assists in firefighter evaluations within the Martensville Fire Department.
- Performs other duties as assigned, including acting as Fire Chief when designated.

QUALIFICATIONS

- Firefighter Level I & II. NFPA 1001
- Have or will obtain Level I & II Fire Inspector certification. NFPA 1031
- Have or will obtain a Level I Fire Instructor Certification. NFPA1041
- Have or will obtain a Level I Fire investigator NFPA 1033
- Have or will obtain Hazardous Material Awareness & Operations NFPA 472
- High School Diploma or equivalent. A university degree or certificate in Fire Science, Emergency Management, Public Administration, or a related field is considered an asset
- All other NFPA electives and post secondary education is considered an asset
- Five years in a supervisory and leadership capacity within a municipal fire service.
- Experience in a composite fire hall an asset
- Valid Class 5 Driver's License
- Required to maintain a driving record to be insurable by the City's automobile insurance company. Responsible to reimburse the City for any insurance surcharges levied as a result of driving offences.
- Criminal Record Check
- Must reside within the Martensville Fire Protection area
- The Deputy Fire Chief will be scheduled for rotational on-call duty shifts as assigned

KNOWLEDGE, ABILITIES & SKILLS

- Extensive knowledge of modern firefighting, related emergency services and fire prevention methods, techniques and procedures and the operation of all equipment and apparatuses.
- Thorough knowledge of fire department rules, regulations, standing orders and procedures, policies and applicable municipal bylaws and provincial codes and legislations.
- Thorough knowledge of administrative methods, techniques and practices as applied to the operations of the fire department.
- Thorough knowledge of the First Responder program, and related skills.
- Thorough knowledge of the principles and practices of effective supervision and training.
- Proven ability to effectively communicate orally and in writing.

- Ability to establish and maintain effective working relationships with staff, civic and business officials, and the general public.
- Strong leadership abilities.
- Knowledge and experience in Emergency Management Organization (EMO) planning is considered an asset.

HOURS OF WORK

Regular working hours are 08:00 to 17:00 Monday to Friday. Some stand-by weekend shifts as well as evening and weekend work will be required. Responding as a volunteer during off-hours is expected.

COMPENSATION AND BENEFITS

- **Competitive Salary:** Annual salary range of \$104,959 to \$125,720 based on skills, education and experience.
- **Health & Wellness Benefits:** Competitive Group Benefits package in addition to an annual \$600 Health Spending Account.
- **Security:** This is a full-time, permanent, salaried, out-of-scope leadership position.
- **Pension:** Participation in the Municipal Employees Pension Plan (MEPP), a Defined Benefit Pension Plan ensuring long-term retirement financial stability.
- **Work-life Balance:** This position also enjoys 15 flexible earned days off and 1 Personal Day in addition to regular vacation entitlement.
- **Commitment to Growth:** Support for professional and career development.

APPLICATION DETAILS

Interested applicants are invited to submit a cover letter and resume on the City of Martensville Employment website: <https://www.martensville.ca/pages/employment2.html>

Application Deadline: **June 13, 2025**

Applications will only be accepted by online submission.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

The City of Martensville values its employees and provides competitive wages and benefits.

Martensville is a community of families, friends, and neighbors who work, play, and grow together in a safe, active, and healthy environment.

Martensville is a great place to call home.