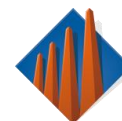


## Position Posting

### Assistant Fire Chief

(1 Position Available)



LLOYDMINSTER

<b>Term of Employment:</b>	Full-Time, Continuing
<b>Rate of Pay:</b>	Out-of-Scope, Assistant Fire Chief Band
<b>Location:</b>	Fire Hall 1 and 2
<b>Duties:</b>	<p>Reporting to the Fire Chief, the Assistant Fire Chief is an integral part of the Lloydminster Fire Department's management team and would be assigned a portfolio in Operations/Training or Fire Inspection/Education. This position will assist the Fire Chief with the overall organization, coordination, and operational direction of the Fire Department. This role will also ensure the effective and efficient functioning of the Department, as well as compliance with department standards, municipal policies, directives, bylaws, and the expectations of the community.</p> <p><b>Leadership &amp; Supervision</b></p> <ul style="list-style-type: none"><li>• Cultivate an environment of mentorship, empowerment, career development and motivation for employees, guiding a team of firefighters and administrative staff to peak performance.</li><li>• Creates a culture which fosters respect and teamwork that values, supports, and reflects diversity, equity and inclusion.</li><li>• Provides leadership, and strategic direction for developing, administering, and communicating the department's policies and procedures, and priorities and goals to meet the overall city needs, objectives and legal requirements to promote cost effectiveness.</li><li>• As department representative, work in collaboration with representatives from the Employee Relations department to provide direction and input on operational and development plans as well as opportunity for future preparations.</li><li>• Attends meetings as the Department's representative and meets with citizens and citizens' groups as required.</li><li>• Reporting to the Fire Chief, analyze and report the department's financial position and project results for internal stakeholders (operating and capital).</li><li>• Establish and maintain requirements for quality records management.</li><li>• Provide advice to the Fire Chief for the development of corporate objectives and policies in review of trends and industry best practices</li><li>• Hires, trains, appraises and releases (as necessary) all assigned staff, in accordance with approved personnel policies and the collective agreement, and recommends staff levels.</li><li>• Manage professional and competency development of staff, ensuring staff develop the soft skills and technical competency needed to succeed in their roles.</li><li>• Manage performance of supervisory staff by setting clear expectations through coaching, mentoring and performance reviews.</li><li>• Prepare analysis, reports and recommendations for the development of training needs for all fire service personnel.</li></ul>

	<ul style="list-style-type: none"> <li>• Conduct on-going evaluations of workload and determination of resource gaps within the department.</li> <li>• Provide for the continued development of the functional area through management of resources, providing training, implementing new ideas and technology, municipal partnerships and other innovative approaches to problem solving.</li> <li>• Day to day administration of the Collective Agreement including representing the department at grievance meetings, when required.</li> <li>• Develop and implement operational and work plans.</li> <li>• Liaison with senior leaders, by responding to their needs in a timely fashion.</li> <li>• Provide direct leadership to assigned Captains and their direct reports</li> </ul> <p><b>Safety and Environment</b></p> <ul style="list-style-type: none"> <li>• Actively participate, advocate, and implement the City’s Safety Management System.</li> <li>• Understand and adhere to city policies and directives and department standards.</li> <li>• Provide leadership in health and safety initiatives for fire service operations</li> </ul> <p><b>Asset Management</b></p> <ul style="list-style-type: none"> <li>• Maintain applicable asset management system for the department.</li> <li>• On an ongoing basis, works to ensure that asset data (including asset age, condition, and replacement value) is reasonably complete, consistent, accurate, and up to date.</li> <li>• Regularly analyzes maintenance and failure data for different asset classes to inform better lifecycle management and budgeting.</li> <li>• Assists in the development of Asset Management Plans for asset classes within the scope of their responsibility.</li> </ul> <p><b>Budget Management and Financial Leadership</b></p> <ul style="list-style-type: none"> <li>• Procures and purchases goods and services in compliance with the City’s financial policies.</li> <li>• Determines departmental needs and provides budget figures to the Fire Chief for review.</li> <li>• Monitors performance and seeks efficiencies to save costs and increase revenues.</li> <li>• Understand the implications of financial decisions and impact on the department.</li> <li>• Participate in the development and administration of annual operating and capital budgets.</li> <li>• Develop and oversee department annual operational and capital budget, in consultation with the team.</li> <li>• Monitors both revenues and expenditures against the budget to ensure compliance with the City’s budget and Strategic Plan.</li> <li>• Prepares accurate and concise reports for Council.</li> </ul> <p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Builds and maintains effective working relationships at the departmental, corporate, regional, provincial, and federal level.</li> </ul>
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- Develops and maintains positive and professional working relationships with community stakeholders both internal and external, the media and the general public.

#### **Communication and Customer Service**

- Maintain quality service by enforcing customer service standards.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods to external and internal customers.
- Ability to build and maintain effective working relationship with the public, businesses, industries, companies and other city departments with a strong focus on customer service.


#### **Regulatory Compliance**

- Ensure compliance with provincial and corporate OH&S legislation and policies.
- Develop Policy and Standard Operating Procedures including maintenance and implementation processes.
- Ensure all required standards and regulations pertaining to the delivery of fire response are met or exceeded.
- Ensure all related Fire inspections meet the current Fire services bylaw and fire code standards
- Ensure and oversee the day-to-day scheduling of resources required to meet the objectives of providing the Fire prevention/inspections capability expected of our service.
- Performs related work such as discussing the fire safety problems with the public, building inspectors, etc., and speaks on fire safety and fire prevention topics.
- Responsible for Fire Investigation for origin and cause and written reports for submission to regulatory agencies and LAFOIP requests.
- Responsible to the Fire Chief for the development, maintenance and revision of all fire prevention and fire safety education activities in the City including the supervision of staff assigned to; enforce the fire prevention regulations of the City

#### **Operations**

- Lead the development of safe, sustainable and effective fire response strategies and systems for the City.
- Coordinate and ensure all firefighting personnel are trained, equipped and qualified to safely deliver fire, rescue and medical co-response.
- Ensure training is well planned and coordinated meeting the department competencies for effective and efficient emergency services to the community.
- Ensure that appropriately qualified trainers and evaluators are available to administer certification and job performance requirement training for all personnel.
- Ensure all processes pertaining to the operation and maintenance of the department's vehicle fleet and equipment are followed to ensure all apparatus and equipment are maintained in a ready state for response.
- Research and recommend best practices in sustainable fire rescue services and make recommendations to further enhance services.

	<ul style="list-style-type: none"> <li>Respond to fire and rescue events in the City, designated rural response areas and mutual aid requests.</li> <li>Ensure and oversee the day-to-day scheduling of resources required to meet the objectives of providing the response capability expected of our service.</li> <li>Lead Fire Department recruitment process.</li> <li>Prepare reports and recommendations for the development of services.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Coverage as Fire Chief as required/requested.</li> <li>May be assigned Portfolios in the specific areas of Operations, Training and Fire Prevention, Inspections and Education</li> <li>Will be able to provide coverage in either portfolio as required/requested.</li> </ul>
<b>Schedule:</b>	The position is office and field based; normal working hours are between 8:00AM-5:00PM with 7 day per week 24 hour on call rotation as scheduled/required.
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Completion of a four-year post-secondary education in Fire Service Management or a related field from a recognized institution.</li> <li>Minimum 9 years progressive experience in the Fire Service, combined with 3 years of supervisory/leadership experience is required.</li> <li>A combination of education and experience in a comparable organization will be considered.</li> <li>NFPA 1001 - Firefighter 1 and 2</li> <li>NFPA 1002 Driver/Operator Chapters 4/5/6</li> <li>NFPA 470 Awareness and Operations (or equivalent NFPA 1072)</li> <li>NFPA 1021 - Fire Officer 2</li> <li>NFPA 1041 - Fire Service Instructor 2</li> <li>NFPA 1033 - Fire Investigator level 2</li> <li>NFPA 1030 - Fire Inspector 1 (or equivalent NFPA 1031 and 1035)</li> <li>NFPA 1521 Incident Safety Officer</li> <li>ICS 100/200/300</li> <li>Optional minimum certification in Medical First Responder</li> <li>Solid working knowledge of legislation related to the fire service including the National Fire Code.</li> <li>Strong computer skills with proficiency in Microsoft Suite including Office, Word, Excel and PowerPoint.</li> <li>Strong interpersonal skills that allow for the development of collegial working relationships at various levels both internally and externally; ability to resolve concerns or complaints.</li> <li>Strong communication and presentation skills, both written and verbal; the ability to speak clearly and concisely is essential.</li> <li>A valid Class 5 Driver's License registered in Alberta or Saskatchewan with an acceptable Driver's Abstract is required. This position may be required to operate a personal or municipal vehicle for business purposes. Asset to have Class 3Q License.</li> </ul>
<b>Pre-Employment Requirements:</b>	<ul style="list-style-type: none"> <li>Satisfactory Criminal Record Check with Vulnerable Sector Check.</li> <li>Successful applicant must provide proof of all qualifications.</li> <li>Applicants with international education will be required to include an Academic Credential Assessment with application.</li> </ul>
<b>Closing Date:</b>	<b>September 12, 2025</b>

<b>Posting Type:</b>	Internal & External
<b>Application Information:</b>	<p>The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p><b><u>Kara Farrell</u></b>  HR Generalist, Employee Relations  City of Lloydminster  4420-50 Avenue  Lloydminster AB/SK T9V 0W2  Phone: 780-875-6184  Internal Candidate Email: <a href="mailto:kfarrell@lloydminster.ca">kfarrell@lloydminster.ca</a>  External Candidates apply at:  <a href="https://lloydminster.applytojob.com/apply">https://lloydminster.applytojob.com/apply</a></p>
<b>Posted By:</b>	 <p>Kylie Chupa  Posting Date: 22-Aug-25</p>