



|                       |   |
|-----------------------|---|
| <b>Position:</b>      | Deputy Fire Chief   |
| <b>Department:</b>    | Community and Emergency Services, Foothills Fire Department |
| <b>Reports to:</b>    | Fire Chief  |
| <b>Position type:</b> | Full Time, Permanent  |
| <b>Work location:</b> | Heritage Pointe Fire Hall                                   |

## Position Overview

The Deputy Fire Chief is responsible for assisting the Fire Chief in providing leadership for all aspects of the Fire and Rescue Services in the County, while providing professional excellence and service to the residents of Foothills County. Fire operations include provision of fire suppression, fire protection, rescue, fire safety inspections and enforcement, in-school awareness programs and environmental protection services including emergency response to hazardous material incidents.

## Key Duties & Responsibilities

- Oversee fire suppression, emergency medical responses and related programs.
- Attend emergency scenes as required and may act as incident manager as situations dictate.
- Assist with coordination of Emergency Management Services for the County and overseeing emergency preparedness.
- Maintains availability for on call response during evenings, weekends, and holidays, participates in rotational standby, and attends after hours meetings and volunteer station practices.
- Assist the Fire Chief with ensuring that various educational programs, services and promotions are provided to the public in fire prevention, fire safety and related environmental protection initiatives.
- Administer and ensure fire inspections and investigations comply with the current Quality Management Plan.
- Evaluate the deployment and organization of emergency equipment and personnel on an ongoing basis to ensure maximum effectiveness and efficiency. Develop and monitor the implementation of policy, regulations and procedures related to fire and rescue services.
- Coordinate regular and special training and education sessions for full-time, casual, and volunteer firefighters to enable them to manage all types of emergency and non-emergency situations.
- Ensure all stations are adequately staffed and assist with recruitment of full-time firefighting staff and lead the recruitment of casual and volunteer firefighters.
- Prepare all necessary reports of all emergency and non-emergency responses for all external agencies concerned as well as various statistical reports on activities and present to appropriate internal and external stakeholders.

- Ensure that equipment is repaired, upgraded and purchased and that proper maintenance records of apparatus, tools and equipment are maintained.
- Assist with budget preparation and monitoring.
- Assist with any other activities or duties delegated and/or assigned by the Fire Chief.
- Assist the Fire Chief with overseeing performance management, career development, training, employee recognition and pursuing disciplinary actions for Fire Services personnel.
- Ensuring activities are conducted according to NFPA, OH&S and County standards.

## Other Responsibilities

- Under the direction of the Fire Chief, may act as a senior fire representative for the County when dealing with government agencies, such as the Fire Commissioners Office and Safety Codes Council (Fire) and Alberta Municipal Affairs (QMP, Disaster Services), regional municipalities, and other organizations and the public.
- Participate in or lead cross-functional projects.
- Research Fire related topics and produce reports if required.
- Liaise and build relationships with external emergency services community.
- May be appointed to be Acting Chief in the absence of the Fire Chief.

## Competencies & Skills

- Excellent public relations, presentation, supervisory, interpersonal oral and written skills are necessary. This is an enforcement position with all the related risks and involves shift work.
- Strong written and verbal communication skills including report writing.
- Proficiency with Microsoft Office suite.

## Qualifications

- 8+ years in related leadership roles including supervisory and adequate experience working with a full-time fire service.
- Experience with: Councils, Fire Boards, public speaking, knowledge of Alberta Fire Code and building code.
- Experience assisting with budgets.
- Ability to meet physical fitness standards.
- Ability to respond to incidents and assume command effectively.
- Residency in proximity to the county such as that the incumbent will be able to respond within a 60-minute response time frame.
- Must be available for on-call rotation, including evenings, weekends, and holidays.
- Must maintain a security clearance at the level of 'verifiable reliability'.
- Must possess and maintain a valid Alberta driver's license in addition to the appropriate class to operate all County fire suppression apparatus.

## Certifications

- NFPA 1001 Level 1 and 2
- Hazmat Awareness and Operations
- NFPA 1021 level 1 – Standard for Fire Officer Professional Qualifications
- NFPA 1041 Level 1 – Standard for Fire Service Instructor Professional
- Medical First Responder equivalent or above
- Safety Codes Officer Level 1 or equivalent
- NFPA 1521 Incident Safety Officer
- ICS300
- Incident Command training
- Human Relations and Management courses, an asset.

## Working Conditions & Physical Demands

- Prolonged and arduous work under adverse conditions which requires agility and strength.
- Climbing, lifting, carrying, and dragging objects while using SCBA.
- As an enforcement position, there are related risks.
- Perform office-based and desk-related administrative work.
- Regular use of computers and electronic communication tools.
- Shift work.