



DEPUTY FIRE CHIEF

The Job

The Town of Edson is seeking a dedicated **Deputy Fire Chief** to support the Fire Chief in delivering effective fire and emergency response services for the community. This role includes providing on-scene command during emergencies and participating in the rotational 24-hour duty officer schedule, on a week-on, week-off basis. The Deputy Fire Chief will support emergency management planning, oversee training and fire-prevention initiatives, contribute to departmental planning and budgeting, and collaborate with internal and external partners. This position plays a vital role in strengthening the Town's overall readiness and resilience and may act on behalf of the Fire Chief when required.

The Candidate

The ideal candidate is an experienced fire services leader who combines strong operational expertise with sound decision-making and a deep commitment to community safety. They are confident taking command during high-pressure incidents, skilled in emergency response, fire prevention, and training development, and understand the profound impact this work has on protecting lives, property, and the well-being of residents. They demonstrate professionalism, adaptability, clear communication, and a collaborative approach while helping ensure that fire services remain strong, reliable, and responsive to the community's needs.

To learn more about the role and expectations, please consult the attached job description.

About the Town of Edson and our team

Edson's growth over the years is built on the rich natural resources in the region, creating a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, explore the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter most.

We are looking for the right fit to join our team! At the Town of Edson, every team member takes pride in serving our community. Our success is driven by our core values: Communication, Creativity, Kindness, Respect, and Teamwork. At the Town of Edson, we prioritize culture and finding the right fit. Creating an

environment where people feel supported, valued, and part of something meaningful. We believe that when the environment is right, accountability and high performance naturally follow. If you want to be part of a team where it's safe to speak up, take risks, and grow together, we'd love to hear how you see yourself as the right fit for the Town of Edson.

We're proud to be part of a community that supports growth, connection, and quality of life. Learn more about why Edson is a great place to live, work, and thrive at www.ChooseEdson.ca.



What do we offer?

Compensation

The wage range for this position is \$86,500 - \$106,700 per year.

Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- Sunlife benefits through Alberta Municipalities including an annual Flexible Spending Account
- An excellent defined-benefit pension plan through LAPP

How do you apply?

Please submit your resume and cover letter to the email provided below, quoting competition #EDSOM-202605 by April 5, 2026.

In your cover letter, tell us about how you have relevant experience pertaining to public safety initiatives, and how you work to plan to continue self growth.

Applications will be reviewed and interviews scheduled as suitable applicants are identified.

Send your cover letter and resume to:

Email: humanresources@edson.ca

Be sure to quote Competition Number: EDSOM-202605

Applications will be reviewed on an ongoing basis, and interviews may be scheduled as suitable candidates apply.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. All applicants must be legally eligible to live and work in Canada.

This competition may remain open beyond the closing date if a suitable candidate is not identified.

JOB DESCRIPTION

General

Reporting to the Fire Chief, Protective Services, the Deputy Fire Chief is accountable for assisting in the effective planning, development, coordination, implementation, and delivery of fire and emergency response and management programs and services for the Town of Edson. The ideal candidate has knowledge in inspections and fire prevention programming, supplemented by a strong tactical firefighting background. The candidate will need to be a motivated self starter, who can react calmly and manage incidents of varying scale and complexity.



Primary Responsibilities and Authority

The position is focused on the following core scopes of work, supplemented by other common operational scopes.

- **Acting Fire Chief**, in the absence of the Fire Chief.
- **Deputy Director of Emergency Management.** Responsibility for emergency coordination internally and externally, training internal (ToE) staff, establishing and maintaining relationships with external stakeholders, and maintaining the municipal emergency management plan. This position would be expected to alternate or fill as required in the role of ECC Director, Incident Commander, and other positions in the ICS organizational chart.
- **FireSmart Coordination.** This role would oversee community wide wildfire mitigation efforts through vegetation management. This includes maintaining the community wildfire mitigation strategic plan, applying for grants through FRIAA and like organizations, and supervising temporary summer employees performing vegetation management work.
- **Public Education.** This role would coordinate and conduct public education initiatives such as school tours, seniors home visits, fire prevention week open house activities, and similar outward-facing initiatives.
- **Inspections and Investigations.** This position is responsible for conducting basic fire inspections and occupancy permit within the scope of SCO-Fire Group B. This position is also responsible for conducting basic fire investigations within the scope of SCO-Fire Group A.

Operations

- Respond to emergency incidents and function as incident command, group or division supervisor, and functional leader at emergency incidents for all hazards.
- Drive/operate and use heavy apparatus as needs are dictated by POC response.
- Serve as information officer/point of contact for media inquiries during incidents.
- Provide fire service instruction for NFPA certified/accredited, and non-NFPA certified/accredited training, within scope of own knowledge and specialty.
- Perform the role and responsibilities of 24hr duty officer, on a rotational basis.
- Fulfill the duties of Fire Chief for the municipality, in their absence.
- Assist the Fire Chief in developing strategic short and long-term plans for the provision of fire and emergency management programs and services within the framework of the Town's Strategic Priorities and departmental business plans.
- Develop and coordinate training programs for paid-on-call firefighters ensuring high levels of competencies in the delivery of fire services.
- Develop, coordinate, and execute fire prevention and emergency management and awareness programs.
- Assisting in preparing, coordinating, and managing the Fire Services' operating and capital budgets, within approved spending limits.
- Conduct fire prevention inspections and fire investigations in accordance with the Quality Management Plan.



- Assist with the development of tender documents for the Fire Service's operational and capital needs, including specifications, proposal requests, contract awards, and contract provisions.
- Evening and weekend work as required for emergency responses and Fire Department skill maintenance training programs.
- Develop and maintain building fire pre-plan inventories.
- Work in accordance with the Town of Edson Fire Services Bylaw.
- Work in collaboration with Mutual Aid Partners.
- Provide support to the Fire Chief, Protective Services, on matters pertaining to Departmental services including but not limited to Fire Services, Emergency Management, Fire Inspections, and Public Education.
- Work in collaboration with other departments as required, to ensure all departments' needs are met and policies followed, and to ensure a coordinated approach when carrying out cooperative functions.

Human Resources, Team Management, and Leadership

- Create a team environment that inspires hard work, dedication, and collaboration, resulting in a Fire Department with a high level of morale.
- Be responsible for maintaining a working environment that includes integrity, trust, and respect.
- Provide clear expectations, coaching, evaluation, and feedback to a team of paid on-call firefighters building on strengths and including performance management and disciplinary actions when required.
- Train, mentor, coach, and encourage paid-on-call firefighters to help engage, motivate, and improve overall performance.
- Delegate sufficient authority to subordinates for them to carry out assigned responsibilities.
- Revise plans as necessary to cover revision of work schedules, shutdowns, irregular or special work assignments, rush periods, etc.
- Recommend to the Fire Chief, the organizational structure and staffing of the Fire Department functions.

Health & Safety

- Comply with all Town policies, work procedures, rules, safety instructions, and relevant directives in the Alberta Occupational Health and Safety Act, Regulation, and Code.
- Participate in workplace safety initiatives.
- Conduct/participate in formal and informal worksite safety inspections and audits.
- Report all incidents, including near misses, to appropriate personnel.

Budgetary Authority & Responsibilities

- Assist in preparing annual operating and capital budgets that work towards the municipality's strategic priorities for review by the Manager.
- Regular comparisons of expenditures against the budget and the progress of the strategic priorities.
- Approve payment of invoices as authorized by policy.



- Remain apprised of and account for additional funding such as grants, donations, and profits from the sale of Town services.

Policy Development/Administration

- Assist in establishing and maintaining suitable departmental procedures and policies, for areas under their control.
- Review existing and develop new programs and levels of service.
- Remain abreast of legislative and related changes affecting fire services and emergency management and industry best practices.
- Prepare reports and documents for the Fire Chief, Protective Services with respect to policies, programs, budget, and various other areas of the Fire Department as required.
- Attending Council or Committee meetings when required as well as representing the Town at external functions as directed by the Fire Chief.
- Coordinate with other managers/supervisors and departments when planning and decision-making interact with areas outside the Protective Services Department.
- Assume roles in the Town's Emergency Management System in response to local and regional emergencies as may be required.
- Assume other responsibilities as assigned by the Fire Chief, Protective Services.

Public Relations

- Establish and maintain positive, constructive relations with the public.
- Respond to the public's concerns and complaints in a timely and tactful manner, and in accordance with Town policies and bylaws.

Qualifications

Core Competencies

- Sound and well-informed judgment, including managing emotions, under a variety of challenging situations.
- Experience conducting fire inspections in a variety of occupancies.
- Manage incidents or emergencies decisively and effectively, with prompt communication with the Fire Chief, Protective Services, as necessary.
- Ability to execute strategy, and develop and implement new programs, procedures, services, and policies that address emerging needs, expectations, and operational priorities.
- Must possess the physical and mental ability to work in varied emergent situations.
- Make quick assessments and give advice under public scrutiny, often without the opportunity for a considered review of an issue.
- High level of customer service to both internal and external clients.
- Well-developed interpersonal and communication skills (written, oral, and presentation) to deal effectively with a diverse range of audiences
- This position is both administrative and operational and is subject to an annual physical fitness assessment.



Job Requirements

- Minimum Grade 12 Diploma or GED.
- Certificate in Fire Management and Leadership or equivalent, preferable.
- NFPA 1001 Level 2 Professional Fire Fighter qualification.
- NFPA 1041 Level 1 Fire Service Instructor.
- NFPA 1021 Level 1 Fire Officer, preferable
- Incident Command System I-300 certification
- Alberta Safety Codes Officer Fire Discipline designation, Fire: Group B, Level 1.
- Valid AB Class 3 License with Air Brakes.
- Current Standard First Aid, CPR-C, HCP preferred.
- Director of Emergency Management
- Basic Emergency Management
- A class 5 driver’s license is required.
- A clear Criminal and Vulnerable Sector record check is required.

Alternative combinations of education and experience which demonstrably provide the required knowledge and skills may be eligible in certain circumstances.

Working Conditions

- Requires availability for on-call emergency response standby.
- Requires operation of specialized emergency response equipment.
- Will experience exposure to hazardous environments and situations consistent with the provision of emergency response service.

The following conditions can be consistently expected in this position.

Physical	Cognitive	Logistical
<input checked="" type="checkbox"/> Safety-Sensitive Work <input type="checkbox"/> Extreme Heat or Cold <input type="checkbox"/> Heavy Lifting <input type="checkbox"/> Working at Heights <input type="checkbox"/> Working in Confined Spaces <input type="checkbox"/> Working Outdoors <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Physically Strenuous Work <input checked="" type="checkbox"/> Hazardous Material Handling <input checked="" type="checkbox"/> Repetitive Tasks	<input checked="" type="checkbox"/> Stressful Situations <input checked="" type="checkbox"/> Frequent Multitasking <input checked="" type="checkbox"/> Fast-Paced Environment <input checked="" type="checkbox"/> Minimal Supervision <input checked="" type="checkbox"/> Difficult Conversations <input checked="" type="checkbox"/> Frequent Change <input checked="" type="checkbox"/> Confidential Situations	<input checked="" type="checkbox"/> Computer Operation <input checked="" type="checkbox"/> Variable Hours <input checked="" type="checkbox"/> Long Hours <input checked="" type="checkbox"/> Multiple Work Locations <input type="checkbox"/> Remote Working Conditions <input checked="" type="checkbox"/> After-Hour Meetings