

## The opportunity

Leduc County is looking for an experienced and highly motivated Deputy Fire Chief – Training and Support to join our team. Reporting to the Director – Protective Services/Fire Chief, this exciting opportunity provides leadership to, and is accountable for Fire Services' facilities, communications, equipment, firefighter training, enforcement of safety codes, fire investigation and prevention. As a leader within the Fire Services department, the Deputy Fire Chief (DFC) is a key contributor to the achievement of the department's strategic and operational objectives.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Develops and delivers annual operational plans, and strategic fire services plans, directives and processes in alignment with Council's strategic objectives.
- Manages and supports staff in the implementation of service area deliverables and leads the hiring, development and management of fire talent. Delegates responsibilities appropriately and provides training, guidance, support and motivation to staff contributing to the desired outcomes.
- Leads and manages department staff in planning and delivery of fire training, incident and emergency response, fire inspections, prevention and investigations.
- Leads the strategy and delivery of training programs for new recruits and firefighters. Ensures adequate training, development and evaluation of departmental staff and the related documentation of processes, to meet all legislative and regulatory compliance requirements and to advance emergency response service delivery.
  - Leads the paid on-call recruitment process in consultation with human resources.
  - Supports recruitment processes in collaboration with human resources and deputy of operations.
  - Promotes and schedules external use of the Regional Fire Training facility.
- Maintains the department's facilities, equipment, communication tools and personal protective equipment in a ready state for response that meets service level requirements.

- Leads the procurement and issuing of uniforms and personal protective equipment.
- Oversees logistics by ensuring supplies and equipment are deployed to locations to support effective fire services operations.
- Responsible for ensuring tools, and facilities, are maintained and in good operating condition and conducting replacement planning.
- Manages or supports emergency incident command in collaboration with the Deputy Fire Chief - Operations.
  - Receives notification related to calls as required to provide command, guidance and support to crews, including after-hours calls as needed.
  - Maintains knowledge of strategic and tactical firefighting, rescue and emergency control techniques.
  - Determines and initiates a request for mutual aid response when resource requirements exceed the County response capacity.
- Leads the fire inspection, investigation and prevention programs by adhering to the Leduc County Safety Codes Quality Management Plan (QMP).
- Develops, recommends and maintains budgets, in collaboration with the other fire officers, ensuring efficient resource allocation and alignment with departmental service delivery objectives.
- Collaborates and liaises with various regional and mutual aid partners for:
  - Joint incident response.
  - Public education initiatives.
  - Effective fire service delivery.
  - The development, negotiation and management of agreements, contracts and leases.
- Oversees the Peer Support program for mental health and resiliency, in collaboration with human resources and health and safety.
- Develops and recommends fire bylaws, administrative directives, standard operating guidelines and procedures, ensuring adherence to applicable legislation.
- Plans and implements projects that fall within the work group's functions.
- Researches and carries out special projects, studies and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to the department's Standard Operating Guidelines and the guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for the work groups' compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.



## What you need to succeed

### *Must-have*

- Five years of progressively responsible emergency fire service leadership.
- Certified as a Level II Fire Officer (NFPA1021), Fire Investigator Level II (NFPA1031), Fire Inspector Level II (NFPA 1033), Incident Command System (ICS) 300 and a Safety Codes Officer in the Fire Discipline.
- Alberta Class 3 Operator's license with air brake endorsement.
- A service focus with strengths in a broad range of communication and interpersonal techniques and skills.
- Strong verbal and written communication skills.
- The ability to deliver public presentations and prepare clear, concise reports for senior levels of management and Council.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Experience working with and leading teams.
- A vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport.

### *Nice to have*

- Familiarity with municipal governance, operations and knowledge of rural communities.

## What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$119,780.00 and \$149,726.00, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation, and an additional five compensated days in lieu.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The Fire Station is located at 606 21 Ave, Nisku AB.

## How to apply

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

We thank all applicants however only those selected for an interview will be contacted.