



**DEPUTY CHIEF OF FIRE
(12-month contract)**

NATURE OF WORK:

This is a professional management position responsible for delivery of all operational fire programs. The Deputy Fire Chief of the City of Charlottetown Fire Department is responsible for the operations of a composite Fire Department. The Deputy Fire Chief provides forward thinking leadership with technical and managerial expertise to achieve departmental objectives. The tactical priorities of life safety, incident stabilization, and property conservation drive the goals and initiatives of CFD and fosters a customer service focused approach for all residents and visitors to Charlottetown. The Deputy Fire Chief's role and a sound working relationship with the Fire Chief, is essential to the successful overall successful responsibility for the leadership, development, and management of all CFD personnel

This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

The confidentiality of City affairs shall be respected and practiced at all times.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Fire Chief.
- Manages operations within the Fire department, provides direction to a professional team of career and volunteer firefighters.
- Works closely with other department managers and relates to Council through the Fire Chief and CAO as well as directly through various Standing Committees.
- Develops and fosters close working relations with various external government agencies, consultants, and associated professional groups.
- Deals with the public with integrity and in a professional and courteous manner.
- As a committed member of the leadership team for the City of Charlottetown, the Deputy Fire Chief provides valuable input for strategic planning to assist the organization in meeting the goals of Council, and acts as a positive role model for all employees throughout the organization in provision of excellent service to our citizens.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES:

- Plans, organizes, and coordinates activities of a modern and diversified composite fire and emergency service.
- Manages and operates fire suppression, fire prevention, fire inspection, fire investigation and emergency preparedness services, within the bounds of established policies and operating procedures.
- Work involves specialized, complex, and often confidential operational and managerial duties, assisting the Fire Chief in both day-to-day and long-range activities, programs, budgets, and plans of the Fire Department.
- Acts as a liaison between the Fire Chief, senior officers, career and volunteer members of the Department, and civilian staff, to ensure responsibilities are met, instructions acted upon, problems identified and addressed, and policy and procedures properly formulated and respected.
- Responsible to evaluate the efficiency and effectiveness of Fire Department personnel and ensure that objectives are achieved regularly and systematically.
- Ensures services reflect the changing needs of the community; develops and promotes new skills and capabilities within the Fire Department; and formulates new approaches to the workload and responsibilities of the department.
- Plans, organizes and co-ordinates the allocation of equipment, apparatus, and personnel for maximum operational effectiveness; supervises the performance evaluations of all department personnel.
- Supervises the preparation of the department's operational budget, the procurement of materials, supplies, and equipment, and the maintenance of adequate records and participates in the preparation of specifications for new equipment, stations, and other facilities and equipment.
- Directs the preparation of special orders, instructions, notices, and other forms of communication to the department; directs the preparation of manuals for use of department personnel.
- Coordinates the everyday operation and positioning of work schedules and training programs for career and volunteer personnel, including scheduling and supervision of leaves of absences.
- Responsible for building an effective team and developing positive work relations in a constructive culture, which involves hiring, supervising, engaging, training, and development of all departmental staff.
- Represents Fire Department on an as required basis at meetings such as: City Council; City Management Team; Labor-Management Team; Health & Safety Committees; Emergency Measures Committees; Metro Emergency Response Assoc. and Mutual Aid Groups etc.
- Assists the Fire Chief in liaising with citizens and outside agencies, in planning for the emergency preparedness needs of the community.

- Acts as the Department Head when assigned by the Fire Chief or in his/her absence.
- Subject to call out for fires and emergency incidents.
- Responsible for identifying and implementing new training initiatives and developing the Departmental training schedule.
- Will be required periodically to attend after hour and weekend meetings and/or events.

REQUIRED COMPETENCIES:

- Thorough knowledge of fire service administration and the principles, practices and techniques of the Fire Department's operations, an extensive working knowledge of fire suppression, fire inspection, prevention, and investigation techniques.
- Demonstrated ability to manage unionized employees and volunteers, and the ability to direct emergency operations, planning, organizing, and directing personnel, apparatus, and equipment efficiently and effectively.
- Genuine interest in the well-being and professional development of staff in an environment that encourages excellence in personal performance, teamwork, and service delivery.
- Experience in development of tender documents, acquisition, and materials management.
- Demonstrated conflict resolution and strong interpersonal skills to build strong internal and external relationships.
- The ability to work calmly and effectively in a stressful environment and to exercise good judgment, particularly in emergency situations.
- Proven managerial leadership skills reflected in sound administrative abilities, attention to detail, sound conceptual thinking and an ability to work and achieve results in conjunction with others.
- Ability to analyze a wide variety of fire and emergency services related issues and to assign and direct staff to address those issues.
- Knowledge of City Bylaws, Provincial Fire Regulations, National Fire Codes, and related statutes, as well as an appreciation for potential legal liabilities.
- Ability to promote and maintain safety procedures throughout the Fire Department and to ensure all safety policies are adhered to.
- Good personal mastery and performance as a team player, with proven ability to role model the behaviours associated with a constructive culture and a commitment to health, wellness, and safety.
- Ability to function effectively in a diverse and fast paced work environment with challenging and often competing priorities.
- Ability to effectively communicate with strong writing, presentation, and listening skills that promote understanding and clarity in a respectful manner.

- Knowledge of the location of streets, water supplies, fire hazard risks in the City of Charlottetown would be an asset.
- Excellent computer skills with a good working knowledge of Microsoft Office and fire service management software programs.
- Comprehensive knowledge and extensive experience with the use of the National Fire Protection Association's Codes and Standards.
- Thorough experience in fire services with considerable knowledge and field experience in fire suppression, prevention, inspection, and investigation.

REQUIRED QUALIFICATIONS:

- Successful completion or current enrollment in a certified fire service administration program.
- Minimum of six (6) years of progressive management experience.
- A minimum of four (4) years of progressive supervisory experience, preferably in a unionized environment.
- Significant fire suppression experience required.
- Must have and maintain a valid driver's license.
- Prior experience working in a composite Fire Department would be considered an asset.
- An equivalent combination of education and experience may be considered.

Salary: \$109,355.27 - \$128,655.54 as per the Management Non-Union Salary Grid.

How to Apply:

Please submit a cover letter, detailed resume, and references by e-mail to jobs@charlottetown.ca Your application must be clearly marked "**Application for Deputy Chief of Fire**" and submitted by **May 25, 2026, at 4:00 pm.**

Please ensure your application clearly demonstrates how you meet the noted qualifications as applications will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

The City of Charlottetown is committed to the principle of equal opportunity in its employment practices and to providing an environment free from discrimination for all employees. Please contact us at jobs@charlottetown.ca or 902-629-4135 to request accommodation so that we may help you to submit a timely application and have an equal opportunity to compete for jobs.