



# EMPLOYMENT OPPORTUNITY



## Assistant Fire Chief (Training & Professional Development) 1 Permanent Full-Time Position Competition No. JP26-027

**Duration:** Permanent Full-time year-round employment  
**Reports to:** Fire Chief  
**Wage:** \$98,019 - \$117,745/annually, plus benefits & pension  
**Hours of Work:** Sunday to Wednesday, 10-hour shifts  
**Close Date:** **Wednesday, September 9<sup>th</sup>, 2026, at 4:30pm**

### POSITION SUMMARY:

The Taber Fire Department is a progressive, well-staffed composite fire service dedicated to protecting our community through professionalism, preparedness, and continuous improvement.

Reporting directly to the Fire Chief, the **Assistant Fire Chief (Training and Professional Development)** is responsible for leading and managing all firefighter training, education, competency development, and professional growth programs while supporting emergency response operations, emergency management, administration, equipment management, recruitment, retention, fire prevention, and public education initiatives.

As a key member of the Department's leadership team, the Assistant Fire Chief plays a critical role in ensuring firefighters are trained, competent, and prepared to safely and effectively serve the community. The successful candidate will demonstrate strong leadership, a commitment to firefighter development, and the ability to foster a positive, engaged, and accountable team culture within a composite Paid On-Call environment.

This position offers a unique opportunity to make a significant impact on firefighter development, operational readiness, organizational excellence, and the continued success of the Taber Fire Department.

### WHAT WE ARE LOOKING FOR

The ideal candidate is an experienced and progressive fire service leader who is passionate about firefighter development and organizational excellence. They possess strong instructional abilities, operational experience, sound judgment, and the leadership skills necessary to assist in guiding a composite fire department while supporting the strategic goals of the organization.

The successful candidate will be highly motivated, collaborative, and committed to fostering a culture of professionalism, accountability, safety, and continuous improvement.

### HOURS OF WORK

Sunday to Wednesday, 10-hour shifts

This position participates in an on-call Duty Officer rotation and requires attendance at emergency incidents, evening meetings, weekend events, training sessions, and other departmental activities as required.

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## RESPONSIBILITIES

### ***Training and Professional Development***

- Develop, implement, coordinate, and evaluate firefighter training and professional development programs.
- Ensure departmental training programs meet applicable legislation, standards, policies, and operational requirements.
- Develop annual training plans, competency-based training programs, and performance evaluation processes.
- Maintain training records, certifications, competency assessments, and program documentation.
- Coordinate internal and external training opportunities and instructor resources.
- Monitor emerging industry trends, training methodologies, and best practices and recommend program enhancements.
- Promote a culture of continuous learning, operational excellence, and safety throughout the department.
- Ensure compliance with departmental qualifications, certifications, and professional development requirements.

### ***Operations and Emergency Response***

- Act as Duty Officer on a rotational basis.
- Act as Deputy Director of Emergency Management.
- Assist with emergency preparedness planning, business continuity initiatives, and community resilience activities.
- Respond to emergency incidents and provide incident command, tactical support, and operational leadership as required.
- Participate in active firefighting, rescue, and emergency operations when required.
- Support emergency planning, operational readiness, risk management, and departmental response capabilities.
- Participate in after-action reviews and operational performance evaluations.

### ***Personnel Leadership and Development***

- Assist with recruitment, onboarding, retention, mentorship, and evaluation of Paid On-Call firefighters.
- Provide leadership, coaching, mentoring, and support to department members.
- Foster teamwork, accountability, professionalism, and a positive workplace culture.
- Assist in succession planning and the development of future officers and leaders within the organization.
- Address personnel concerns in a respectful and professional manner and support conflict resolution processes.

### ***Equipment and Asset Management***

- Ensure apparatus, equipment, and related assets are maintained in accordance with applicable standards, regulations, and departmental policies.
- Maintain equipment inventories, inspection records, and replacement schedules.
- Research, evaluate, and recommend equipment, apparatus, and technology acquisitions.
- Assist in planning for future operational and capital requirements.
- Ensure training equipment and facilities remain operational and compliant with applicable standards.

### ***Administration***

- Prepare reports, correspondence, records, and other departmental documentation.
- Assist with annual budget preparation and management of training and equipment programs.
- Recommend policies, procedures, and initiatives that support departmental goals and continuous improvement.
- Assist with fire prevention, public education, community outreach, and risk reduction initiatives.
- Participate in strategic planning, departmental projects, and organizational development initiatives.
- Assist with grant applications, funding opportunities, and capital project planning.



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## POSITION SPECIFIC REQUIREMENTS

The successful candidate will possess:

- A minimum of **three (3) years of progressively responsible experience at the officer level** within a municipal, industrial, volunteer, composite, or career fire service, including supervisory, training, and incident command responsibilities.
- Demonstrated experience in fire suppression operations, emergency response, firefighter training, inspections, and personnel management.
- Current certification at or equivalent to **NFPA 1001 Firefighter Level II**.
- Current certification at or equivalent to **NFPA 1021 Fire Officer I**.
- Current certification at or equivalent to **NFPA 1041 Fire Instructor I**.
- Incident Command System (**ICS-200**) certification or equivalent.
- A valid Alberta Class 5 Driver's Licence with a satisfactory driver's abstract.
- The ability to obtain and maintain a **Q Endorsement** and departmental apparatus operator qualifications.
- The physical capability to safely perform the essential duties of firefighting and emergency response activities.
- The ability to successfully meet departmental medical, fitness, respiratory protection, and SCBA fit-testing requirements.
- Completion of a post-secondary diploma or degree in Fire Services Administration, Emergency Management, Public Administration, Business Administration, Leadership, Occupational Health and Safety, or a related field. Equivalent combinations of education, training, certifications, and experience may be considered.
- Strong leadership, communication, conflict resolution, coaching, and team-building skills.
- Demonstrated ability to develop training programs, standard operating guidelines, policies, competency assessments, and performance evaluation processes.
- Knowledge of Alberta Occupational Health and Safety legislation, the Municipal Government Act, Safety Codes Act, Emergency Management Act, applicable collective workplace practices, and relevant NFPA standards.
- Experience with budgeting, strategic planning, project management, policy development, and organizational improvement initiatives.
- Proficiency with Microsoft 365, learning management systems, records management software, scheduling platforms, and fire reporting systems.
- The ability to obtain and maintain a satisfactory Criminal Record Check, Vulnerable Sector Check, and any additional clearances required by the Town.
- Residency within a reasonable response distance of the Town of Taber or willingness to relocate within a timeframe acceptable to the municipality.

## PREFERRED QUALIFICATIONS

Preference may be given to candidates who possess:

- NFPA 1021 Fire Officer II or III Certification.
- NFPA 1041 Fire Instructor II Certification.
- Advanced Incident Command System training (ICS-300 and ICS-400).
- Emergency Management certification or post-secondary education in Emergency Management.
- Experience serving in a composite or Paid On-Call fire service environment.
- Previous experience as a Deputy Chief, Assistant Chief, Captain, District Chief, or senior officer.
- Experience administering grants, capital projects, and departmental procurement programs.
- Experience managing departmental accreditation, quality assurance, or certification programs

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- Emergency Medical Responder (EMR) certification or higher.
- Demonstrated success in firefighter recruitment, retention, and succession planning initiatives.

## COMPREHENSIVE COMPENSATION PACKAGE:

- Employer-paid benefits
- Local Authorities Pension Plan (LAPP)
- Professional development opportunities
- Wellness supports
- Department-issued equipment
- Paid vacation and leave provisions

Please refer to the competition number when submitting your resume and cover letter by mail, fax or e-mail in confidence to:

### Human Resources

Town of Taber  
4900 A 50 St.  
Taber, AB T1G 1T1  
Fax: 403-223-5530  
[hr@taber.ca](mailto:hr@taber.ca)

We thank all applicants in advance for their interest, however only those applicants who will be interviewed will be contacted.

Posted: August 14<sup>th</sup>, 2026