



DEPUTY FIRE CHIEF

Established: November 15, 1989
Revised: March 18, 1997
Revised: December 14, 2005
Revised: May, 2007
Revised: August, 2010

Department: Fire Prevention
Division: Corporate, Community & Protective Services Division

Reports to: Fire Chief

SUMMARY DESCRIPTION

To deliver excellent fire protection and safety services – including participation in the formulation of departmental policies, procedures, regulations and program objectives along with providing administrative and technical advice to the Fire Chief, thereby ensuring a safe community.

PURPOSE

The role of the Deputy Fire Chief Operations & Training is to direct and manage all fire fighting, training of fire crews, maintenance of apparatus and equipment, and to provide assistance with emergency and disaster preparedness for the Town. The Deputy Fire Chief Operations & Training is responsible for all fire investigations within the assigned area.

The Deputy Fire Chief Operations & Training is required to analyze and consult with Fire Chief, in developing recommendations for the protection of life and property within the Town. Administrative duties include planning, directing and controlling activities of the work unit including recruitment and retention of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment.

WORK PERFORMED

Major Responsibilities include but are not limited to:

- Attend weekly training nights.
- Act as the “On Call” Duty Officer on alternating weeks as assigned.
- Support, promote and honour the traditions that make the fire service what it is.
- Champion physical fitness for firefighters and actively participate in a regular fitness regime.
- Provide effective direction, operation and oversight of:
 1. Training programs for Town Paid on Call Firefighters and programs
 2. Officer development programs
 3. Service & maintain all apparatus & equipment in a state of readiness, ensuring that all required inspections/servicing is performed as required.
 4. Recruitment and retention of paid on call volunteers
 5. Fire operations
- This job duty includes the maintenance of appropriate records for items 1, 2, and 3.
- Responding to structure fires and other alarms assuming command as appropriate.
- Ensuring that all Town owned equipment is properly maintained, inspected and appropriate records kept.

- Liaise with, develop, and maintain effective relationships with partner fire departments, industry, government, other appropriate agencies, and other Town staff to achieve Town objectives.
- Assist in coordinating the public information process of the Fire Department including the liaison with the media, coordination of the Fire Department Web Page and other public information processes.
- Recommend to the Fire Chief regulations for the protection of life and property in the Town.
- Recommend to the Fire Chief and implement approved public relations policies and programs.
- Market Fire Department services to other communities, industry, government and the general public.
- Demonstrating continuous effort to improve operations, analyze trends, decrease chute times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Recommend to the Fire Chief, general policies for the administration of Town fire services.
- Providing recommendations to the Fire Chief in the areas of planning, personnel administration, equipment purchasing, and the allocation of resources.
- Provide recommendation to the Fire Chief relating to the planning, implementation and review of operational and strategic goals for the fire station.
- Evaluating needs and making recommendations to the Fire Chief for the construction/maintenance/improvement of fire stations and the purchase of apparatus and equipment.
- Recommendation of annual budget items to the Fire Chief.
- Control of expenditures within delegated budget limits
- Conduct fire investigations within assigned areas.
- Provide input and recommendations on the establishment and maintenance of operational guidelines that are consistent with those of the Town's mutual aid partners operating standards.
- Review and provide written comments and recommendations on development permits and major area structure plans.
- Provide coverage and assistance in conducting regular fire inspections
- Support the Fire Chief in overseeing the implementation of the Disaster Plan.
- Act in the place and stead of the Fire Chief during his absence.
- Other duties as assigned.

RELATIONSHIPS

This position reports to the Fire Chief.

DESIRED KNOWLEDGE, EDUCATION, AND EXPERIENCE

Knowledge of:

- **Occupational Health and Safety requirements as they relate to fire fighting.**
- **Fire Codes, Acts and applicable statutes and regulations;**
- **Familiarity with adult education.**
- **Knowledge of fire behavior and strategies and tactics of firefighting.**
- **Minimum requirements for fire departments including training levels, fire fighting apparatus/equipment and communications.**
- **Investigative techniques.**
- **Position is required to utilize special techniques acquired through courses and experience.**

Skills and Abilities:

- **Ability to plan, prioritize and manage own workload including the ability to tolerate frequent interruptions and still meet deadlines**
- **Ability to support, lead, and develop subordinate staff to maximize their time, talents, and resources for effective, efficient service to external and internal customers**
- **Ability to maintain confidentiality pursuant to FOIP and the Town's Policy;**
- **Ability to communicate effectively both verbally and in writing;**
- **Ability to explain policies and procedures;**
- **Ability to work independently and as part of a team;**
- **Ability to keep financial records and prepare reports;**
- **Tact and sound judgment;**
- **High degree of accuracy;**
- **Excellent interpersonal and organizational skills, including the ability to influence and persuade others.**
- **Excellent customer service skills.**

Required Education and Experience:

- **High School Diploma**
- **Five to six years of progressively more responsible experience in a fire fighting environment including the supervision of firefighters.**
- **NFPA 1001 Level 2 (Firefighter)**
- **NFPA 1021 Level 2 (Fire Officer)**
- **NFPA 1033 (Fire Investigator)**
- **NFPA 1521 (Incident Safety Officer)**
- **Certified Safety Codes Officer Investigations Level 1.**
- **Experience conducting investigations, inspections and pre-planning.**

Preferred Qualifications:

- **Safety Codes Officer Inspections Level 1**
- **NFPA 1021 Level 3 (Fire Officer)**

COMPETENCIES AND BEHAVIOURS

The Deputy Fire Chief is expected to demonstrate the following competencies and behaviours:

- **Promote the Hinton Fire Rescues Mission and Values.**
- **Actively participate in and promote the Town's Health & Safety program. Lead by example in the areas of Health, Wellness, and Work-Life Balance.**
- **Implement the OHS Code of Practice for Firefighters.**
- **Provide planning and supervision for the activities of the Fire Department with particular focus on mentoring and coaching of Paid on Call staff in helping them succeed.**
- **Provide leadership and communication through regular meetings and appropriate delegation of responsibilities.**
- **The incumbent must exercise considerable independent judgment and action in carrying out assignments in accordance with departmental policies, plans, and objectives and apply risk management process to issues related to the fire department safety, liability exposure and loss control, ensuring services are consistent with the level of service authorized by Town Council and reflect the needs of the community.**
- **Continually update knowledge, expertise, and development in leadership and emergency domains;**
- **Possess a high moral and ethical character;**

- Possess high degree of integrity and professionalism;
- Possess a constant awareness of the external and internal customer, and direct all efforts to the service of those customers;
- Possess effective interpersonal skills in dealing with taxpayers, other external customers, Council, and other staff; strive to develop and hone these skills;
- Possess positive, supportive, and honest approach in dealing with taxpayers, and other external customers, Council, and staff;
- Effective computer knowledge, with a continuing update of knowledge and skills in computer systems and software.