



Hastings Highlands

Beautiful By Nature

**Hastings Highlands Fire Department
33011 Hwy 62 North, P.O. Box 130
Maynooth, ON K0L 2S0**

JOB DESCRIPTION – FULL TIME DEPUTY FIRE CHIEF

GENERAL STATEMENT OF DUTIES:

The Deputy Fire Chief oversees fire station operations, fire suppression, rescue and training in a supervisory role under the direction of the Fire Chief. This position would also be responsible for supporting the fire department and its staff by carrying out administrative assignments under the direction of the Fire Chief. This position requires excellent organizational and administrative skills with the ability to represent the department professionally through the effective and courteous communication with the public and department staff both verbally and through written material. Attention to detail in management of data and file retention and organization is critical this position.

DISTINGUISHING FEATURES OF THE RANK:

This rank holds the responsibility for coordinating and directing the activities of the fire stations located in the municipality. This person is also responsible to oversee the training and is to maintain discipline within the fire department ranks. This work is performed under the direction of the Fire Chief and all policy procedure, and operational guideline matters are referred to the Fire Chief. The Deputy Chief relieves the Fire Chief during sick leave, time off, vacations, seminars, conventions, etc. A high degree of responsibility for the protection of lives and property is involved.

EXAMPLES OF WORK:

- responds to all alarms of emergency when on duty or on call and if necessary assumes command of the scene until relieved by the Fire Chief;
- supervises the fire ground to ensure that the officers and firefighters operate in a manner consistent with established procedures and accepted firefighting methods;
- determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed;
- advises the Fire Chief of any changes in policies, procedures, operational guidelines or methods necessary to maintain or increase the firefighting efficiency;
- advises the Fire Chief of any repairs necessary to maintain the vehicles, equipment and stations

- maintains discipline in the firefighting ranks;
- maintains a performance appraisal system, conducts regular reviews of all subordinate staff and recommends personnel for promotion;
- meets regularly with subordinate officers and Fire Chief to assist in developing and maintaining a progressive and efficient training program;
- assumes command and control of the fire department in the absence of the Fire Chief as outlined in the establishing and regulating bylaw of the department;
- any other duties as assigned by Fire Chief.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

- good knowledge of modern firefighting and fire prevention methods;
- good knowledge of the municipality and surrounding areas protected by agreement;
- good knowledge of the type of buildings in the municipality;
- good knowledge of rescue and first aid procedures;
- good knowledge of safety procedures, rules and equipment;
- must have the ability to supervise fire fighters, maintain discipline, have sound judgment, be resourceful and in good physical condition;
- Administrative duties such as but not limited to; data entry, year-end fire fighter payroll, inventory, creation of forms, and creation of training materials.

EXPERIENCE AND TRAINING:

Desired qualifications include:

- Possess a high degree of professionalism in the discharge of all responsibilities;
- Minimum 1-3 years' experience in the field of municipal government or legal field;
- Must give attention to detail, be trustworthy;
- Must have the ability to multi-task on tasks with competing priorities and demonstrate a commitment to customer service;
- Excellent organizational, analytical, interpersonal and public relations, written and oral communication skills;
- Excellent computer skills in Microsoft Windows, and Microsoft Office environment including PowerPoint presentations and Excel spreadsheets;
- Basic knowledge of Municipal Bylaws and Federal and Provincial *Acts* and Regulations relating to the activities of the Fire Department;
- Must possess a valid Class "G" Ontario Driver's Licence;
- Have a working knowledge of office equipment;

- Have the ability to maintain effective working relationships with other municipal staff and other local agencies;
- Demonstrate document writing skills, and experience with statistical analysis;
- Capable of developing and maintaining cooperative/collaborate working relationship both within and outside of the organization;
- Ability to ensure confidentiality in all matters, exercise tact and diplomacy;
- Must be willing to receive and successfully complete the necessary training/education as deemed appropriate;
- Post-secondary education in Emergency Services Management, Fire Administration or relevant professional discipline;
- Minimum of five (5) years of progressively responsible leadership experience in fire and rescue services. Certification in NFPA 1001 Firefighter I & II, NFPA 1021 Fire Officer I & II, NFPA 1031 FireInspector I, NFPA 1035 Public Education I and NFPA 1041 Fire Instructor I or Grandfathered to the same level, with experience in all areas of fire services including fire prevention, public education, investigations, code enforcement, communications, mechanical, fire suppression and emergency response;
- NFPA 1021 Fire Officer III and IV or Humber Fire Services Executive Management Certificate would be considered an asset.

WORKING CONDITIONS:

The Deputy Fire Chief will be expected to respond and work in all types of weather and less than ideal conditions. They could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.