



The Municipality of Trent Hills
Invites Applications for the Position of
Deputy Fire Chief

The Municipality of Trent Hills is a vibrant and growing community with a population of 13,000 that is located on the Trent Severn Waterway. It has the largest coverage area of the seven municipalities within Northumberland County, with a large agricultural and tourist industry. The Trent Hills' Fire Department operates as one team from three fire stations. The Fire Department operates with some of the most professional, dedicated and conscientious firefighters. The Municipality has automatic aid agreements with neighboring Municipalities and is an active participant in Northumberland County Mutual Aid System. The Fire Department provides a high level of service in all emergency response disciplines, including fire prevention and public education.

Reporting to the Fire Chief, the successful applicant will be responsible for assisting in all aspects of department operations, fire prevention and public education, including the role as first responder. The successful candidate will oversee training and assist with the overall management of Fire Department staff. The candidate will also work very closely with all municipal staff and departments.

An Ontario Secondary School Diploma is required for the position and Post-Secondary education in a related field is considered an asset. A minimum five (5) years' experience in a leadership position with minimum ten (10) years' firefighting experience with demonstrated knowledge and experience as a Fire Service Officer/Firefighter is required. As well, the candidate shall possess or be able to obtain the following certifications within a reasonable period of time: National Fire Protection Association (NFPA) Fire Officer Level 2, Fire Instructor Level 2 and Fire Inspector Level 1. The candidate requires experience with managing and leading staff, communications and computer software knowledge (Microsoft Office and FP2 records management system).

Excellent working knowledge of a variety of regulations including but not limited to *Ontario Fire Code*, *Highway Traffic Act*, *Occupational Health and Safety Act* and the *Ontario Building Code* is required. Knowledge of municipal By-laws, Standard Operating Guidelines, Workplace Hazardous Material Information System and Municipal Policy is considered an asset.

The salary range for this position is \$87,034 - \$101,817 together with a competitive and attractive benefit package.

Resumes will be received until **2:00 p.m. on Wednesday, May 22, 2024**. Please send resumes marked "Deputy Fire Chief Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources
Municipality of Trent Hills
P.O. Box 1030
66 Front Street S
Campbellford, ON K0L 1L0
Telephone: (705) 653-1900 ext. 225
kari.petherick@trenthills.ca

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email kari.petherick@trenthills.ca if you require an accommodation to ensure your participation in the recruitment and selection process.



Come for a visit. Stay for a lifestyle.

Position: Deputy Fire Chief
Department: Fire and Emergency Services
Reports to: Fire Chief
Union Exempt

Purpose of the Position:

The Deputy Fire Chief is responsible to assist the Fire Chief in all aspects of the department operations (including the role as first responder), fire prevention and public education. The Deputy Fire Chief oversees training and building maintenance, vehicle and equipment maintenance and operations. The Deputy Fire Chief shall assume the duties and responsibilities of the Fire Chief / CEMC in his/her absence or as assigned.

Duties and Key Responsibilities:

- Evaluate emergency operations, maintain communication with Incident Commander and ensure all duties are carried out as outlined in applicable policies, procedures, Acts and Legislation.
- Perform incident command as required.
- Assist in managing the members of the fire department through leadership, evaluation, monitoring, communication and planning so that the department functions safely, efficiently and effectively.
- Assist in the recruitment, selection, training, coaching, motivating, disciplining, and performance management of staff.
- Identify, encourage, and facilitate opportunities for staff development and promotion.
- Maintain positive employee relations by ensuring compliance with the policies, procedures and guidelines through consistent interpretations and application.
- Assist the Fire Chief in facilitating the development and implementation of fire department vision/plans by setting goals, objectives and strategies, consulting with stakeholders, developing action plans, reviewing and revising plans and monitoring and communicating status of Fire Department plan implementation.
- Assist the Fire Chief in the development and administration of the capital and operating budgets including determining a 10-year capital budget forecasting funds needed for staffing, equipment, materials, supplies, etc.

- Ensure compliance with the Occupational Health and Safety Act by participating as a representative to the Health and Safety committee.
- Ensure compliance with all pertinent policies, procedures, Acts and Legislation.
- Assist the Fire Prevention Inspector with fire investigations as outlined in applicable legislation and liaise with related outside organizations and agencies. This includes promoting and facilitating public relations and public education.
- Perform administrative responsibilities such as writing reports for Council when directed as well as administration of Municipal Mutual Aid and automatic Aid Agreements.
- Responsible for Municipal Asset Management Planning, including data validation, condition assessments, levels of service, service risks, lifecycles, operations, maintenance, and replacement cost, as well as reviewing and making recommendations regarding the Municipality's Asset Management Plan. This position is a member of the Asset Management Team.
- Demonstrate commitment to personal and professional development so that the Deputy Fire Chief remains current with new legislation and regulations.
- Fulfill the duties of the Fire Chief in his/her absence or as assigned, including attending Council meetings when required.
- Act as the Alternate Community Emergency Management Coordinator (CEMC) and fulfill all associated responsibilities and duties, including attending Municipal, County, Provincial and Sector meetings and other requirements as set out in the Emergency Management and Civil Protection Act Ontario.
- Assess, review and make recommendations to the Fire Chief on both current and long-term fire and emergency services needs in the Municipality, including the recommending acquisition, operation and maintenance of fire service facilities, vehicle and equipment related to the use, age and/or community growth.
- Purchase supplies and equipment as required including assisting in preparation of Request for Quotes, Proposals and Tenders while following municipal purchasing policies and guidelines as directed by the Fire Chief.
- Adhere to high professional standards of ethical behavior, through diversity and inclusion. Demonstrate his/her understanding that his/her personal actions may affect others and the public's perception of the Fire Department and Municipality.
- Perform other duties as assigned by the Fire Chief or designate.

Position Qualifications:

Knowledge

- Ontario Secondary School Diploma or equivalent required.
- Post-Secondary education in a related field is considered an asset.
- Must have or be able to obtain the National Fire Protection Association (NFPA) certification in Fire Officer Level 2, Fire Instructor Level 2, and Fire Inspector Level 1 within a reasonable period of time (International Fire Services Accreditation Congress (IFSAC) and Pro board certification preferred).
- Fire Service Standards for Firefighters, Fire Officers, Fire Prevention, Investigation, Fire Instruction and Incident Safety Officer. NFPA 1001, 1021, 1031, 1033, 1041, 1521 is considered an asset.
- A minimum five (5) years' experience in a leadership position with minimum ten (10) years' firefighting experience with demonstrated knowledge and experience as a Fire Service Officer/Firefighter.
- Certification as a Community Emergency Management Coordinator (C.E.M.C.) or willingness to attain certification within six (6) months from the date of hire or a date that is mutually agreeable based on availability of the certification requirements.

Skills and Abilities

- Excellent knowledge of a variety of regulations including but not limited to Ontario Fire Code, Highway Traffic Act, Occupational Health and Safety Act and the Ontario Building Code is required; knowledge of By-laws, Standard Operating Guidelines, Workplace Hazardous Material Information System and Municipal Policy would be considered an asset.
- Demonstrated leadership, supervisory and interpersonal skills.
- Well-developed presentation, report writing and public speaking skills.
- Excellent negotiating and conflict resolution skills.
- Must have good analytical skills.
- Organizational skills and time management skills.
- Ability to appropriately deal with confidential information related to employee files, fire prevention issues, property records and investigative files.
- Must be able to read and interpret plans, drawings and blue prints.
- Computer skills including expertise with Microsoft software (Word, Excel, and Outlook) and Fire Pro, database experience preferred.
- High level of confidentiality.
- Must be capable of performing the physical demands of the position's work tasks including emergency operation set-ups requiring considerable lifting and carrying of materials.
- Must be capable of demonstrating skills in most firefighting operations.
- Be a champion of mental health and work place wellness programs.

Other:

- Valid and satisfactory DZ license is required.
- Valid and satisfactory Vulnerable Sector Check.

Working Conditions:

- Office environment and some exposure to outside elements such as inclement weather, fire, heat, smoke, chemicals, noise.
- On-call twenty-four hours, seven days per week.
- Significant amounts of travel to fire or medical calls, training, meetings etc.
- May become exposed to significant property loss, unpleasant accident scenes, and medical misfortunes that may include victim severe injury or death.

Acknowledgement

Employee Signature: _____

Date: _____