



Position Title:	Deputy Fire Chief	Department	Fire & Emergency Services
Effective Date:	November 2020	Revised:	
Reports To:	Director of Emergency Services/Fire Chief	Status:	Full-time
Direct Reports:	<ul style="list-style-type: none"> • (1) District Chief • (5) Captains 	Indirect Reports:	<ul style="list-style-type: none"> • (10) Lieutenants, • (72) Firefighters • (1) Office Manager

Position Summary / Main Purpose

The Deputy Fire Chief is responsible for the day-to-day management and administration of the Township of Tiny Fire Department; key areas of accountability of a paid-on call fire department include providing leadership to emergency response, training, apparatus, equipment and station maintenance. Key duties include staffing, incident command, performance evaluation, procurement coordination, research and policy development, fire cause investigation, budget planning, incident analysis, training development and implementation, assuming the role and statutory responsibilities of Fire Chief in the absence of same, attending Council/Committee meetings where required, championing the vision, mission and strategic direction of the Fire Department and the corporation.

Key Duties and Responsibilities

Reporting to the Director of Emergency Services:

Administrative

1. Manages the readiness and service level of the Operations Division
2. Develops and maintains recruitment and promotional processes
3. Develops technical specifications and manages the procurement process
4. Develops and implements an annual training plan and develops curriculum and lesson plans in all required areas
5. Develops and maintains a comprehensive training records management system data base
6. Responds to all major emergencies, provides on-call service, and assumes command of emergency scenes when required
7. Develops and maintains apparatus and equipment maintenance programs and a comprehensive inventory data base
8. Ensures adequacy and accuracy through reviews of a variety of reports from suppression officers
9. Develops and implements Post-Incident Analysis and Review programs
10. Maintains inventory control and issues materials and equipment to personnel as required
11. Provides input to the annual operating and capital budget preparation and exercises expenditure control over divisions of responsibility
12. Acts as the Alternate Community Emergency Management Coordinator

Conducts on-going risk management activities to reduce liability exposure and achieve compliance with approved service levels and all legislative requirements:

1. Leads and participates on a variety of internal and external committees and project teams



2. Researches and develops a variety of reports involving complex and confidential matters, Standard Operating Guidelines and Training Directives
3. Provides developmental and promotional counselling to all department personnel
4. Coordinates and oversees the delivery of a comprehensive and consistent training program to meet or exceed industry standards and municipal and provincial standards
5. Manages the training environment by developing a training needs analysis, assessing and evaluating training results, amending and revising training program components, and defining program deliverables and learning outcomes
6. Serves as the Designated Officer regarding infectious diseases exposures
7. Available to attend Council, Senior Management events during and after hours and available to be on-call for emergency response as required
8. Required to work in compliance with all applicable Acts and Regulations and all departmental and municipal policies and procedures
9. Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives

Working Relationships

Inside the Corporation:

Paid-on-Call firefighters, other municipal employees from operations level to Directors position and Council.

Outside the Corporation:

Office of the Fire Marshal, Ontario Provincial Police, other fire departments for mutual aid, vendor and suppliers, Fire Underwriters, various Provincial Ministries, Simcoe County Paramedic Services, Simcoe Muskoka District Health Unit, utility service providers, legal counsel, service clubs and community groups and the general public.

Education / Experience / Skills Training

1. Post-secondary education in the area of municipal fire protection would be an asset.
2. NFPA 1021 Fire Officer III Certification.
3. NFPA 1041 Fire Instructor II Certification.
4. Minimum five (5) years progressive experience as a senior officer in a fire Department.
5. Thorough and demonstrated knowledge of fire protection principles and practices, including emergency mitigation, training delivery, OFM/NFPA standards/guidelines, building construction, fire behaviour, incident management, and apparatus and equipment operation and maintenance.
6. Well-developed analytical, communication, presentation, public/media relations, problem-solving, interpersonal, project/time management, management/supervisory and critical thinking skills.
7. Experience in managing emergency scene and assessing individual and organizational effectiveness in both emergency and non-emergency activities.
8. Sound knowledge of training standards and program applicable to a paid-on-call fire protection delivery system.
9. Ability to manage multiple objectives and projects concurrently and perform duties in a fast-paced environment.
10. CEMC designation would be an asset.



11. Computer literacy utilizing word-processing, spreadsheet, presentation and database software, the Internet, as well as web and database entry skills.
12. Valid Ontario Class DZ license and valid First Aid/CPR certificate or ability to obtain.

Outcomes of Error

Strategic errors made by this position can result in loss of life and property, increased risk of municipal litigation or liability (legal and financial), the loss of Council's and public confidence, increased risk or danger or injury to others, the loss of trust in management, poor employee morale, reduced public safety and increased health and safety risks.

A lack of due diligence in the area of Occupational Health and Safety and/or workplace harassment prevention could result in corporate fines and personal criminal charges.

Physical and Mental Demands

Physical Environment:

Working conditions vary from a standard office environment to life threatening exposures during emergency operations.

Extreme physical and mental hazards when operating at fire and other emergencies. The conditions can be so extreme the province has seen fit to put presumptive legislation in place protecting workers.

Physical Effort:

The role requires spending long hours sitting and using office equipment which can lead to repetitive motions and muscle strain. At emergency scenes during all weather conditions intense physical effort is required over an extended period of time.

Sensory Demands:

The position requires extensive reading, and long periods of concentration with the use of the computer which may cause eyestrain and occasional headaches. When responding to emergencies the position requires intense concentration and reasoning ability often within seconds of moving from a resting state. Required to work odd long hours when responding to emergencies and to complete special requests and/or projects.

Mental Demand (Stress):

The position requires a near constant on call status, 24 hours a day, 365 days a year with few exceptions. This role is exposed to stress associated with providing emergency services and must be prepared to maintain control of dangerous and dynamic situation and prepared to deal with potential loss of life, serious injury or property loss. The role is also exposed to pressures associated with supervising a group of employees, meeting tight deadlines, handling frequent interruptions and handling public complaints.

Working Conditions



Position Description

Normal hours of work are 35 hours per week and often extend into evenings, weekends and statutory holidays for attendance at training, meetings and emergencies.

Confidentiality

The position requires confidentiality be maintained with respect to employee's health, wellness, vulnerable sector checks, Ministry of Transportation drivers records, and employment records. In addition, position requires maintenance of confidentiality on legal and financial matters germane to the municipality. The above confidential matters are subject to Provincial and Federal legislation including but not limited to Personal Information Protection and Electronic Documents Act (PIPEDA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA).

Health and Safety

- Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

Review

Supervisor: Director of Emergency Services / Fire Chief

Date: November 2020