

TOWNSHIP OF RIDEAU LAKES JOB DESCRIPTION

JOB TITLE: DEPUTY FIRE CHIEF

DEPARTMENT: FIRE & RESCUE

DIRECTLY RESPONSIBLE TO: FIRE CHIEF

MAIN PURPOSE:

This is a senior administration, operational and supervisory position. The Deputy Fire Chief is a highly visible role and will be required to assist the Fire Chief in the overall leadership, management and administration of the Fire Department.

The Deputy Fire Chief will act as Fire Chief in his/her absence, when required. This Position is responsible for ensuring the safe and effective provision and support of all department fire prevention and training programs; assisting with fire investigations, and public fire safety education functions; and may also assist in the coordination, direction and planning of department operations.

KEY RESPONSIBILITIES:

DEPUTY CHIEF DUTIES:

Duties required under the direction of the Fire Chief, but not limited to:

1. Wear a pager and respond to emergency calls as required.
2. Respond to emergency scenes and establish "Incident Command" or any other role required upon arrival at emergency responses, or delegate authority if warranted.
3. Participate in a rotational on-call schedule.
4. Manage the suppression division of the department and associated administrative requirements.
5. Develop and implement station, vehicle, equipment and apparatus maintenance and repair programs, and maintain detailed records.
6. Communicate policies, goals and standards to all members.

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7. Assist with disciplinary actions, suspensions, dismissals and recommendations when required.
8. Assist in coordinating and preparing financial/operational documents as required.
9. Take responsibility for continuous development and improvement of all operational services.
10. Enforce efficient operations of Operational Guidelines, regulations and procedures.
11. Attend meetings as required: Ontario Association of Fire Chiefs, County Mutual Aid/Chief Officer, MSC and Council as required to ensure department representation and activities are consistent with the goals and objectives of the Municipality.
12. Attend courses and seminars to stay updated with code, by-laws and department changes.
13. Participate in recruitment and promotional processes as required.
14. Direct post-incident readiness including vehicle supplies and required reporting.
15. Participate in preparation and implementation of Municipal and County Emergency Plans.
16. Assist the Fire Chief in the planning, development, and implementation of policies, operating procedures and guidelines for Fire Suppression, Fire Prevention, Public Education and Emergency Medical Services for residents.
17. Assist in the identification and development of priorities, goals and objectives for the department and the community; and participate in solving fire and rescue issues.
18. Assist the overall supervision, administration and coordination of the operational and administrative divisions, including performance management, prioritizing and assigning work, and related activities.
19. Provide oversight of fire suppression, risk management and facility maintenance; and serve as a resource to all officers across all operational and functional areas in the department.
20. Resolve questions, conflicts, and problems pertaining to the department; and investigate and respond to community inquiries and concerns.
21. Perform any other duties as assigned by the Fire Chief from time to time.

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FIRE PREVENTION DUTIES:

Duties under the direction of the Fire Chief, but not limited to:

1. Plan and execute fire prevention programs and secure compliance with *Fire Protection & Prevention Act* and *Ontario Fire Code*, by-laws and standards that apply to fire safety.
2. Secure compliance with *Fire Protection and Prevention Act* and the *Ontario Fire Code*, by-laws and standards through inspections.
3. Design and implement Public Fire Safety education programs and classes for the general public, community groups, schools and other institutions as well as the department's internal Fire Prevention Committee; including messages for media and internet dispersal.
4. Provide code enforcement follow up, write Orders and Provincial Offences tickets, and follow up with court proceedings in accordance with *Fire Protection & Prevention Act*.
5. Prepare and maintain accurate records, inspection reports and correspondence as it pertains to assigned Fire Prevention activities.
6. Work with insurance adjuster investigators on fire-related issues.
7. Review site plans, minor variances, re-zoning requests and new buildings; and comment on fire-related issues.
8. Review large open-air burn requests for compliance and approval.
9. Inspect Refreshment Vehicles in accordance with municipal by-law.
10. Act as CFO (Chief Fire Official) with respect to fire safety plan approvals.
11. Act as CFO with respect to VO (Vulnerable Occupancy) drill and fire safety plan approvals.

TRAINING DUTIES:

Duties under the direction of the Fire Chief, but not limited to:

1. Develop and implement an effective training program and evaluate staff performance.
2. Oversee, participate in, and ensure appropriate training of volunteer members in accordance with approved functions contained within the Establishing and Regulating By-Law.

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3. Develop and schedule the delivery of training materials with the subject instructors.
4. Work with staff to establish learning objectives, activities and methods for training in accordance with NFPA standards, legislative requirements and Section 21 Guidance Notes.

GENERAL:

1. Ensure a high level of transparency and accountability while respecting and adhering to confidentiality requirements under the *Municipal Freedom of Information and Protection of Privacy Act* and any relevant policies and procedures of the Municipality.
2. Exercise duties as a member of the Emergency Operations Control Group in the role delegated and required.
3. Protect own health and safety and safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant training regarding occupational health and safety. Follow all requirements and guidelines for employees and employers as legislated under the *Occupational Health and Safety Act*.
4. Discharge other duties and responsibilities as assigned by the Fire Chief.

EDUCATION AND EXPERIENCE:

SKILLS & QUALIFICATIONS:

1. Experience in all aspects of the fire service including suppression, prevention, education and administration
2. A member in Good Standing (attendance and active participation) with current fire department
3. Ability to work effectively in a team environment & establish strong professional relationships
4. Knowledge of fire suppression and modern fire-fighting techniques
5. Knowledge of policy development and implementation
6. Excellent operating ability within the Crisys fire service software
7. Leadership skills with ability to influence decisions and effect positive change

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8. Excellent communication and interpersonal skills
9. Effective management and leadership skills to build a successful team
10. Good conflict resolution and problem-solving skills
11. Computer proficiency and support in the workplace

TECHNICAL COMPETENCIES:

1. Certified NFPA 1001 Firefighter Level II or acceptable equivalent
2. Certified NFPA 1002 Pump Operations or acceptable equivalent
3. Certified NFPA 1006 Technical Rescue – Ropes or acceptable equivalent
4. Certified NFPA 1006 Technical Rescue – Ice/Water Rescue or acceptable equivalent
5. Certified NFPA 1006 Technical Rescue – Auto Extrication or acceptable equivalent
6. Certified NFPA 1021 Officer Level II or acceptable equivalent
7. Certified NFPA 1031 Fire Inspector Level 1 or acceptable equivalent
8. Certified NFPA 1041 Instructor Level II or acceptable equivalent
9. Certified NFPA 1407 Rapid Intervention & Firefighter Survival or acceptable equivalent
10. Certified NFPA 1521 Incident Safety Officer or acceptable equivalent
11. Certified Designated Officer for infectious and communicable diseases
12. Chief Fire Official designation for Vulnerable Occupancies
13. Incident Management Systems or acceptable equivalent
14. Provincial Offences Act Part 1- Certificate of Offences (Ticket under FPPA)
15. Provincial Offences Act Part 3 - Information's/Charges
16. Current Fit Testing SCBA Mask - Documentation
17. NFPA 472 Hazardous Material Operations or greater preferred
18. WHMIS Certification

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19. Current Certification in First Aid/CPR at First Responder Level or greater preferred

ASSETS:

1. Other Management or Fire-Related Diplomas / Certificates
2. Knowledge of the Municipality
3. Certified NFPA 1035 Public Information Officer or acceptable equivalent
4. Certified NFPA 1035 Fire and Life Safety Educator or acceptable equivalent
5. Related professional memberships and affiliations

JOB SPECIFIC KNOWLEDGE:

1. Knowledge of *Fire Code* (Ontario) along with the *Fire Protection & Prevention Act*
2. *Occupational Health & Safety Act* (Ontario)
3. Section # 21 Guidance Notes
4. Knowledge of departmental guidelines, procedures, policies and applicable Municipal and Provincial Codes, Acts and By-laws
5. Knowledge of principles and practices of effective supervision, training and discipline
6. Ability to develop Lesson and Safety Plans to meet the required requirements

WORKING RELATIONSHIPS:

INTERNAL: Chief Administrative Officer, Clerk, Fire Chief, Management Team, Staff, and Council.

EXTERNAL: Municipal, County, Provincial and Federal government, Office of the Fire Marshal and Emergency Management

WORKING CONDITIONS:

1. General office working conditions
2. Work outside regular office hours on an occasional basis
3. Some work must be carried out in inclement weather
4. Activities may create high degree of stress, including dealing with irate or demanding persons and meeting challenging deadlines. May require assistance from law enforcement to complete tasks.
5. Regular hours of work will be 35 hours per week Monday to Friday. Flexibility will be required to work outside normal working hours.
6. Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease or rude/irate persons.