



Town of High Level
10511 – 103 Street
High Level, AB T0H 1Z0
Canada

Telephone: 780-926-2201
Facsimile: 780-926-2899
town@highlevel.ca
www.highlevel.ca

EMPLOYMENT OPPORTUNITY

Deputy Fire Chief

The Town of High Level requires a responsible & motivated individual in the position of Deputy Fire Chief.

This position is 40 hours per week, and eligible to participate in the benefits program after 3 months. A competitive, market related salary, in the range \$ 79,530.33 to \$ 94,963.37, and comprehensive benefit package, commensurate with experience and qualifications, will be offered to the successful candidate.

Reporting to the Director of Protective Services, the Deputy Fire Chief as part of the Protective Services Management Team, is generally responsible for assisting in Emergency Scene Management, Firefighter development, Department management and Formal Training Coordination. In the absence of the Fire Chief, the Deputy Fire Chief will assume the direction of the High Level Fire Department.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

EDUCATION REQUIREMENTS

The minimum level of education required to perform these responsibilities are:

- Grade 12 Diploma;
- NFPA 1001 Level 2, NFPA 1072 Operations;
- NFPA 1041 Fire Service Instructor Qualification;
- NFPA 1051 or High Level Fire Department Wildland Training Program;
- S215(2019) or Wildland Urban Interface Operations Training;
- Bluecard Incident Command Certification;
- Emergency Medical Training (FMR/EMR Minimum);
- Safety Codes Officer – Fire Discipline;
- ICS 100/200/300; and
- Health and Safety Management Training.

The following education and training is considered an advantage:

- Completion of Fire Service Administration programs at a post secondary level or Fire Officer (NFPA 1021);

EXPERIENCE REQUIREMENTS

The minimum experience required to perform these responsibilities are:

- Minimum of 10 years experience in Structural Fire Service, Wildland Fire Operations or Wildland Urban Interface Operations plus significant supervisory experience.

OTHER REQUIREMENTS

Other requirements are:

- Demonstrated good management, written and verbal communication skills;
- Emergency Planning experience
- Sound understanding of the Alberta Fire Code, Alberta Building Code, Alberta Workplace Health and Safety Legislation, Municipal Government Act; and

- Clear Criminal Record Check.

Please apply to:

Human Resources

Town of High Level, 10511 –103 Street

High Level, AB T0H 1Z0 Fax 780.926.2899

e-mail: resumes@highlevel.ca

CLOSING DATE: This position will remain open until filled.

SCROLL DOWN FOR JOB DESCRIPTION

This position will be filled as soon as a suitable applicant is selected. All applicants are thanked for their interest however only those selected for an interview will be contacted. All resumes, and personal information provided therein, will be handled in accordance with the Province of Alberta *Freedom of Information and Protection of Privacy* (FOIPP) legislation. The personal information that you provide to the Town of High Level is being collected solely for the purpose of applying for employment.



DEPUTY FIRE CHIEF

REPORT TO: DIRECTOR OF PROTECTIVE SERVICES

Reporting Director of Protective Services, the Deputy Fire Chief as part of the Protective Services Management Team, is generally responsible for assisting in Emergency Scene Management, Firefighter development, Department management and Formal Training Coordination. In the absence of the Director of Protective Services/Fire Chief, the Deputy Fire Chief will assume the direction of the Fire Department.

The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance.

RESPONSIBILITIES

- a) Fire Department Operations as Deputy Fire Chief and Incident Command,
- b) Fire Department Training Coordination and planning
- c) Instruction at weekly training sessions
- d) Emergency and Disaster Services planning and
- e) Fire inspections and investigations in compliance with the Safety Codes Act.
- f) Oversee the Fire Department in the absence of the Director.

DUTIES

1. Assist in maintaining high morale and operational readiness of the High Level Fire Department.
 2. In the absence of the Director assume management of Fire Department Operations and the Protective Service Department.
 3. Advise the Fire Chief in matters of Fire Department management, operations and fire department morale.
 4. Assist the Director in the preparation of annual budgets & long term plans while controlling expenditures for the department(s) within the parameters of the budget as approved by Town Council.
 5. Ensure accurate record keeping, report generation, and responsible budget control for all department functions.
 6. Instruction of Weekly Training Sessions of the High Level Fire Department
 7. Assist in maintaining Standard Operating Guidelines for Fire Department operations.
 8. Identify training needs of the department and advise the Fire Chief of those needs.
 9. Coordination of Formal Training Programs through Fire Commissioner's Officer, Post Secondary Educational Institutions and/or other organizations with the assistance of the Fire Chief.
 10. Conduct new recruit orientations.
 11. Conduct periodic inspections during training sessions of the fire hall for, but not limited to, such items as safe work practices, and safety hazards.
 12. Ensuring consumption of consumable materials and supplies are re-ordered as necessary.
 13. Assisting with maintaining Emergency Vehicle Readiness including but not limited to scheduling maintenance and organizing repairs.
 14. Respond to accidents, fire calls and incidents with loss or potential loss and provide leadership to firefighters assigned to him during that incident.
 15. Be available for Duty Officer rotation for the purposes of responding to incidents as an Incident Commander, or the fire hall to crew vehicles for responses to fires, motor vehicle accidents and other incidents
 16. Act as an Incident Commander in the absence of the Fire Chief at a municipal emergency site as part of the Municipal Emergency Plan.
 17. Act as a town representative to other emergency services including EMS, Police and other Fire Services in the absence of the Fire Chief.
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18. Be available for Fire Department Officer planning meetings upon request.
19. Assist in Public Education Activities.
20. Working with the Director of Protective Services and the Health and Safety Coordinator to ensure a functional and up to date Municipal Emergency Plan is in place.
21. Assist the Director with staff preparation in all departments in municipal emergency planning and training.
22. Conduct fire inspections and investigations as required by the Quality Management Plan in accordance with the Alberta Safety Codes Act as available
23. Facilitate ongoing staff training and adherence to the Town's Health and Safety management System.
24. Conduct regular tours/inspections of the facilities for, but not limited to, such items as safe work practices, and safety hazards.
25. Perform other related duties within the scope and authority of the position, as required.

EDUCATIONAL REQUIREMENTS

The minimum level of education required to perform these duties are:

- Grade 12 Diploma
- NFPA 1001 Level 2, NFPA 1072 Operations
- NFPA 1041 Fire Service Instructor Qualification
- NFPA 1051 or High Level Fire Department Wildland Training Program
- S215(2019) or Wildland Urban Interface Operations Training
- Bluecard Incident Command Certification
- Emergency Medical Training (FMR/EMR Minimum)
- Safety Codes Officer – Fire Discipline
- Completion of Fire Service Administration programs at a post secondary level or Fire Officer (NFPA 1021) considered an asset
- Health and Safety Management System training
- ICS 100/200/300

EXPERIENCE REQUIRED

The minimum experience required to perform these duties are:

- a. Demonstrated good management, written and verbal communication skills.
- b. Sound understanding of the Alberta Fire Code, Alberta Building Code, Alberta Workplace Health & Safety Legislation, Municipal Government Act
- c. Knowledge and understanding of the Town of High Level policies and procedures is also required.
- d. Minimum 10 years experience in firefighting plus significant supervisory experience
- e. Emergency Planning experience
- f. Clear Criminal Record

GUIDANCE RECEIVED

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

- Director of Protective Services – Town of High Level
- Alberta Municipal Affairs – Fire Safety Office
- Fire Commissioner's Office
- Alberta College of Paramedics
- The Alberta Fire Code
- The Alberta Building Code
- Safety Codes Act
- Occupational Health and Safety Act, Regulation and Code
- Various related publications and periodicals

CONTACTS

This position will have frequent contact with the following:

- Town of High Level Staff;
- Town of High Level Administration and Council;
- Fire department volunteers
- Occupational Health & Safety
- Office of the Fire Commissioner
- Alberta Emergency Management Agency.
- Safety Codes Council

External contacts are with surrounding businesses, suppliers, other emergency services (medical, fire and police), insurance company representatives, other government organizations and the general public.

ENVIRONMENT

Features of work, which may create unusual demands or, which may create physical and/or mental stress, are:

1. Continually dealing with a wide variety of activities, projects, and tasks within a limited resource;
2. Considerable pressure may be exerted to complete projects, tasks and programs within overlapping deadlines.
3. Dealing with emergency situations under considerable pressure while organizing emergency resources.