



EMPLOYMENT OPPORTUNITY

Title: Assistant Deputy Fire Chief
Department: Lacombe Fire Department
Job Status: Full-time

Job Posting 2024-07

The Assistant Deputy Fire Chief will act as a member of the departments leadership team, providing direction and supervision to fire department members. The Assistant Deputy Chief will manage projects through collaboration and cooperation with other department members and will be responsible for the day to day management of their specific areas of responsibility including, but not specific to, Fire Prevention and Training.

The ideal incumbent would be a learning leader, highly motivated, innovative and confident. You are technically competent and have a wide range of experiences in incident management and training. The ability to contribute independently and within a team is essential. This successful candidate for this position must reside within City of Lacombe city limits to respond within 15 minutes of an alarm.

Qualifications, Skills and Abilities

- A bachelor's degree in business, Public Administration, Fire Services, Emergency Management or a related field is an asset.
- A minimum of 4 years of related Fire Services experience is required.
- A minimum of 2 years experience as a Fire Officer or Supervisor. A suitable combination of experience and education may be considered.
- Alberta Class 3 with Q (air brake) endorsement driver's license.
- NFPA 1021 Level 1, NFPA 1021 Level 2 considered an asset (IFSAC/ProBoard)
- NFPA 1001, Level 1 & 2(IFSAC or PROBOARD)
- NFPA 1002 Driver/Operator (IFSAC/ProBoard)
- NFPA 1031 Level 1, NFPA 1031 Level 2 considered and asset (IFSAC/ProBoard)
- Alberta Safety Codes Officer Group B1/C1, Group B2/C2 would be considered and asset.
- NFPA 1033 (IFSAC/ProBoard).
- NFPA 1051 (IFSAC/ProBoard).
- NFPA 1041 Level 2 (IFSAC/ProBoard).
- NFPA 1072 Operations (IFSAC/ProBoard).
- NFPA 1403 Live Fire Instructor considered an asset
- Standard First Aid CPR/AED "C". EMR/PCP designation considered an asset.
- ICS 300, ICS 400 considered an asset
- Administrative and schedule community education, prevention activities and station tours.
- Collaborate with tother city departments on training, special projects and community events (Festivals, Parades, Fireworks and Event Representation).
- Extensive knowledge of methods and strategies in all aspects of emergency management.
- Extensive knowledge of National Building and Fire Codes (Alberta Edition), National Fire Protection Association standards and other emergency services-related standards.
- Proficient user of fire-related and office software such as FirePro and Microsoft Office Suite.
- Champion of Change through innovation, behavior, and implementation of the best practices, improving the effectiveness and efficiency of department operations.
- Ability to establish and maintain effective working relationships.
- Ability to function effectively and efficiently during potentially stressful situations.
- Ability to manage multiple tasks on a routine basis.



EMPLOYMENT OPPORTUNITY

Duties and Responsibilities

- Assists the Deputy Fire Chief with establishing goals, objectives, personnel requirements, and performance indicators for Fire Training.
- Participates in the coordination and oversight of annual member recruitment and recruitment training programs.
- Participating in the training plans and related programs, learning materials, and training aids consistent with NFPA standards based on departmental needs outlined by established service levels.
- Design lesson plans, coordinate and participate in the delivery of weekly training nights.
- Provides leadership and guidance to ensure the delivery of fire related training programs and the scheduling of training programs and sessions including an annual department wide training calendar in accordance with the Deputy Fire Chief.
- Responds to emergencies and assume command or other Chief Officer roles and responsibilities with fire incident size and complexity warrant.
- Take action to mitigate hazards and make strategic decisions affective life and property.
- Act as a liaison between the Joint Health and Safety Committee and the paid-on call members to ensure awareness and understanding.
- Complete all required incident response reports.
- Participate in public safety, fire safety, public education, and prevention campaigns.

Salary Range: Band 5: \$76,580 - \$95,725 per annum (based on 37.50 hour work week)

How to Apply:

Interested candidates please submit a resume **quoting Competition 2024-07** to:

Human Resources, 5432 – 56 Avenue, Lacombe, AB T4L 1E9

Email: hr@lacombe.ca

This competition will remain open until filled.

An acceptable drivers license abstract, a medical evaluation, security clearance checks, reference checks will be required as part of the selection process. Residency requirements and the ability to respond on call are expected.

JOB DESCRIPTION

POSITION: ASSISTANT DEPUTY FIRE CHIEF
SALARY LEVEL: BAND 5 -1950 REPORTS TO: FIRE CHIEF
DEPARTMENT: CORPORATE SERVICES EFFECTIVE DATE:

The City of Lacombe values its staff and believes that success and satisfaction are based upon quality service. Each employee shares in the overall responsibility for quality service and contributes a caring attitude and a commitment to excellence.

GENERAL PURPOSE

Under the direction of the Fire Chief, The Assistant Deputy Fire Chief will act as a member of the department's leadership team, providing direction and supervision to fire department members. The Assistant Deputy Chief will manage projects through collaboration and cooperation with other department members and will be responsible for the day-to-day management of their specific areas of responsibility including, but not specific to, **Fire Prevention and Training**.

MAJOR DUTIES

Activity A Fire Prevention

- Work within the approved Quality Management Plan (QMP) while making recommendations to the Fire Chief on enhancements and adjustments to the QMP as required.
- As a Safety Codes Officer, you'll conduct and coordinate fire prevention and code-related inspections and investigations.
- Maintain current knowledge of the Alberta Fire and Building Code.
- Maintain knowledge of applicable National Fire Protection Association (NFPA) standards in relation to fire safety.
- Actively participates in Safety Code Council events and training.
- Evaluate development proposals, review building and renovation plans to ensure conformation to minimum safety standards.
- Lead Fire Investigation activities as required.
- Determine unsafe conditions that warrant immediate action regarding the Alberta Fire Code and implement remediation.
- Analyze community needs for fire safety education and prevention activities.
- Evaluate needs of public education and prevention programming based on fire trends locally and provincially.

- Administrate and schedule community education, prevention activities and station tours.
- Collaborate with other city departments on training, special projects, and community events (Festivals, Parades, Fireworks and Event Representation).

Activity B Fire Training

- Assists the Deputy Fire Chief with establishing goals, objectives, personnel requirements, and performance indicators for Fire Training.
- Participates in the coordination and oversight of annual member recruitment and recruit training programs.
- Participates in the delivery of training plans and related programs, learning materials and training aids consistent with NFPA standards based on departmental needs outlined by established service levels.
- Design lesson plans, coordinate and participate in the delivery of weekly training nights.
- Provides leadership and guidance to ensure the delivery of fire related training programs and the scheduling of training programs and sessions including an annual department wide training calendar in accordance with the Deputy Fire Chief.

Activity C Fire Incident Emergency Response

- Respond to emergencies and assume Command or other Chief Officer roles and responsibilities when fire incident size and complexity warrant.
- Take action to mitigate hazards and make strategic decisions affecting life and property.
- Participate in the Chief Officer on-call rotation schedule.
- Complete all required incident response reports.
- Backfill on fire apparatus when needed.

Activity C Health and Safety

- Promote and model safety in the day-to-day operations of the Fire Department.
- Hold regular meetings discussing operations and health & safety with staff through informal conversations and formal communication to direct and allocate resources effectively and efficiently.
- Maintain awareness of, comply with, and adhere to the City's Health & Safety Policies & Procedures, the OH&S Act and code by following rights and responsibilities as outlined in the Health and Safety Manual.
- Participate in the City of Lacombe's Health and Safety Committee when assigned.
- Act as a liaison between the Joint Health and Safety Committee and the paid-on call members to ensure awareness and understanding.

Activity D Other

- Assume all duties and responsibilities of the Deputy Fire Chief in their absence.
- Participate in public safety, fire safety, public education, and prevention campaigns.

- Participate as required in the City's Emergency Management program.
- Participate as required in the City's Asset Management Program.
- Participate in City Committees appropriate to the role.
- Maintain excellent customer service with coworkers, customers, local stakeholders, and the public.
- Other related duties as assigned.

KNOWLEDGE, SKILLS AN ABILITIES

- Extensive knowledge of the National Building and Fire Codes (Alberta Edition), National Fire Protection Association standards and other emergency services related standards.
- Proficient user of fire related and office software such as FirePro2, Word, Excel, PowerPoint, and Outlook.
- Champion of change through innovation, behavior and implementation of best practices and improving the effectiveness and efficiency of the fire departments operations.
- Ability to communicate both orally and written.
- Ability to communicate courteously, tactfully, and diplomatically with members of the public, elected officials, colleagues and city staff.
- Ability to establish and maintain effective work relationships.
- Ability to function effectively and efficiently during stressful situations.
- Ability to manage multiple tasks on a routine basis.
- Ability to act confidently in a command capacity.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in business, Public Administration or a related field OR equivalent post-secondary education in Fire Services or Emergency Management would be an asset.
- A minimum of 4 years of related Fire Service experience.
- A minimum of 2 years as a Fire Officer or Supervisor. A suitable combination of experience and education may be considered.
- Must reside within 15 minutes of the City of Lacombe fire station.

LICENSES & CERTIFICATIONS

- NFPA 1021 Level 1, NFPA 1021 Level 2 considered an asset (IFSAC/ProBoard).
- NFPA 1001 Level 1 and 2 (IFSAC/ProBoard).
- NFPA 1002 Driver/Operator (IFSAC/ProBoard).
- NFPA 1031 Level 1, NFPA 1031 Level 2 considered an asset (IFSAC/ProBoard).
- Alberta Safety Codes Officer Group B1/C1, Group B2/C2 considered an asset.
- NFPA 1033 (IFSAC/ProBoard).
- NPFA 1051 (IFSAC/ProBoard).

- NFPA 1041 Level 2 (IFSAC/ProBoard).
- NFPA 1072 Operations (IFSAC/ProBoard).
- NFPA 1403 Live Fire Instructor considered an asset.
- Standard First Aid CPR/AED "C". EMR/PCP designation considered an asset.
- ICS 300, ICS 400 considered an asset.
- Valid Alberta Class 3 driver's license with "Q" endorsement.
- Acceptable Criminal Record/Vulnerable Sector check and drivers abstract.

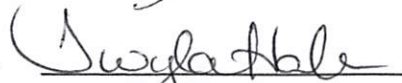
Approved:



Director of Corporate Services



City of Lacombe Fire Chief



Senior Manager of People Services

Date:

Feb 5, 2024