

Deputy Fire Chief

Job ID #880

Closing Date: May 19, 2024

Type: Permanent, Full-Time

Location: Grande Prairie, AB

Remote Option: On-site

Building: Fire Hall – Station 1

Detailed Job Description

Your Opportunity

The City of Grande Prairie has a challenging opportunity in a progressive organization for an experienced leader as Deputy Fire Chief. The Grande Prairie Fire Department (GPDF) is an innovative and well-equipped career fire service that enjoys positive labour relations and strong support from Senior Administration and City Council.

The Deputy Fire Chief has diverse leadership styles to effectively manage the Fire Operations, Training, Logistics, and Fire Prevention divisions within the Grande Prairie Fire Department. This entails project management and supervising all operational, logistical, and training activities and managing systems, data, contract services, and finances. Moreover, the role involves fostering business development and maintaining positive customer relations internally and externally within the city.

Your Impact

Organization

The Deputy Chief is a senior-level position responsible for overseeing and managing all aspects of the fire department, which has a combined staff of approximately 100 members. Reporting Directly to the Fire Chief, the Deputy Chief plays a pivotal role in ensuring the safety and welfare of the community, necessitating a blend of technical proficiency, leadership acumen, and community engagement. City Policy 803 established Levels of Service and governance, which means the Deputy Chief may need to respond around the clock, providing shared oversight of the department.

Your Key Responsibilities

Quality Management:

Ensure department compliance with Alberta Occupational Health & Safety and ensure alignment with NFPA Standards where applicable.

Acts in accordance with City policies and Provincial/Federal regulations ensuring the safety and well-being of all staff. Oversight of Medical First Response in accordance with AHS EMS Medical Control Protocols and Physicians.

Responsible for the quality assurance program as it relates to Standard Operating Procedures and Standard Operating Guidelines of the Operations, Training, Logistics and Fire Prevention area of the Grande Prairie Fire Department.

Manage the Service & Maintenance programs of the department.

Thorough knowledge of insurance-based Fire Underwriters Survey and related life-safety, fire prevention, and economic implications.

Promotes and supports Community Risk Assessment activities and mitigation strategies.

Employee Leadership:

Actively promote, influence, persuade and gain commitment from all employees in areas such as the City of Grande Prairie's Mission and Values, the City's Health & Safety program, and all aspects of policies and procedures.

Provide planning and supervision for the activities of the Fire Department with particular focus on mentoring and coaching of staff in helping them succeed Provide leadership and communication through regular meetings and appropriate delegation of responsibilities.

Regularly review and manage the department's training programs to ensure desired outcomes. Be a role model in change management and workplace innovation.

Perform acting Fire Chief or Director duties as required during absences.

Strategic Management:

Develop short term and long-term planning strategies to achieve Grande Prairie Fire department strategic priorities Be well informed of changing local conditions and technological changes in firefighting, training, prevention, E911 and communications.

Responsible for the evaluation of new products or processes and recommendations for changes to the provision of services and implementation as appropriate.

Participate in and promote municipal programs, emergency disaster planning activities, and prevention and safety campaigns.

Stakeholder Relations:

Maintain a strong and positive working relationship with the International Association of Fire Fighters (IAFF) local.

Promote effective employee/employer relations. Be a leading contributor to the Grande Prairie Regional Emergency Partnership (GPREP).

Be an active member of the Emergency Coordination Centre (ECC), being prepared to support and respond in case of a major emergency or disaster.

Report to Council on Fire Department activities through the Protective Social Services committee (PSS) Develop and enhance relationships with other communities, industry, business partners and customers.

Coordinate the public information process of the Fire Department including acting as a liaison with the media, contributions to the Fire Department Web Page and other public information processes.

Develop and implement public relations policies and programs. Establish and maintain effective working relationships with the public and other City staff.

You Will Need

The ideal candidate is a highly motivated and proven leader who is able to demonstrate progressive senior level experience in managing key programs within a modern Fire Department.

This Education and Experience

Bachelor's degree in business management, emergency management, fire services administration management, *change management* or any related field.

Certified Local Government Manager (CLGM) Certificate,

Project Management Professional Designation PMP.

Business Administration Certificate or Fire Science Certificate and eight (8) years of related emergency services experience, management experience; or an equivalent combination of education and experience.

These Skills & Qualifications

Candidates must demonstrate proven skills in the following:

Demonstrated proficiency in advancing overarching department goals *through project management* and effectively managing labor relations within a unionized environment.

Leadership and coaching skills, conflict resolution skills, strong interviewing and assessment skills, as well as the ability to interpret/apply legislation, policy & procedure.

Knowledge of applicable legislation, NFPA standards and policy as they relate to the operation of a fire department.

Excellent communication and negotiation skills, both written and verbal.

Experience in managing operations, training programs, communications or technology within an emergency service will be considered an asset.

Effective leadership, management, and interpersonal skills with ability to use tact; diplomacy and mature judgment.

Able to work effectively with community and business leaders.

Ability to evaluate the effectiveness of department programs; develop business plans; correlate development with changing conditions in the municipality; and analyze and develop recommendations.

Ability to prioritize and organize work assignments for self and staff; provide effective supervision; delegate authority and responsibility; and schedule/program work on short and long term basis.

Ability to provide leadership and make sound decisions in directing the operations of personnel and equipment under emergency conditions.

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Schedule & Culture

Hours

The standard workweek consists of an average of 40 hours weekly, with the specific schedule being determined by the immediate supervisor.

Culture

At our city, we offer a supportive work environment where you can grow your career. We recognize the value of work-life balance and offer comprehensive benefits, and flexibility with scheduling, wellness events, social activities, and community fundraising activities.

Compensation

Starting Salary \$131,164.00 to \$167,793.00 per annum as per the Out-of-Scope Terms and Conditions

Benefits

Comprehensive benefits package. [What We Offer | City of Grande Prairie \(cityofgp.com\)](https://www.cityofgrandeprairie.com/what-we-offer)

Diversity & Inclusion

Our organization values diversity and inclusion and is committed to equal opportunities for all candidates.

Application Process

Submit a cover letter and resume through the "Apply Now" tab on the web page.

Shortlisted candidates will be contacted for an interview by email or telephone.

To Note:

After submitting your application and uploading your resume, you should expect an email confirmation indicating that your application for this position has been successfully submitted. If you receive this email, there is no need for any additional contact with us regarding this position.

To efficiently manage the high volume of applications we receive for each job posting, we are unable to address job-specific inquiries prior to the interview stage. However, if you progress to the job interview stage, we will gladly answer any questions.

