

## **Job Posting Deputy Chief of Logistics and Administration – Regional Fire Services**

The County of Grande Prairie No. 1, part of the Community Services Service Area, is seeking a highly qualified and dedicated individual to join our team as the Deputy Chief of Logistics and Administration for our Fire Services program. This is a critical leadership role within our Regional Fire Service, responsible for planning, developing, and coordinating high quality integrated emergency services.

This position holds a pivotal role within the department, overseeing crucial logistical and administrative functions to ensure the department's operational efficiency, and to enhance the knowledge, skills, and abilities of our firefighting personnel. This position works closely with team members to ensure they are supplied with the necessary equipment to effectively respond to emergency situations, improve their performance, and maintain a high level of operational readiness. The Deputy Chief Logistics and Administration assists the Fire Chief, Deputy Chief of Operations as well as the Deputy Chief of Training.

### **Job Duties and Responsibilities:**

- Managing the logistics of fire department resources, including equipment, vehicles, supplies, and gear. This involves overseeing inventory, maintenance, and distribution to various fire stations or emergency response units.
- Strategically allocating resources based on operational needs and budget constraints. Ensuring that equipment and supplies are available and in proper condition for firefighting and emergency response.
- Collaborating with other fire department officials to develop and maintain emergency response plans. Ensuring readiness for various emergency scenarios and coordinating logistical support during crises.
- Overseeing administrative functions within the fire department, such as budgeting, procurement, personnel management, and facilities maintenance. Ensuring compliance with regulations and policies.
- Overseeing training programs for firefighters and department personnel related to logistics, equipment usage, safety protocols, and emergency response procedures.
- Coordinating with other deputy chiefs, fire chiefs, and emergency response agencies to optimize resources, share information, and improve overall emergency response effectiveness.
- Assisting the Fire Chief in developing strategic plans for the department's logistics and administrative operations. Contributing to policy development and implementation.

- Identifying potential risks in logistical and administrative operations and implementing measures to mitigate these risks. Ensuring compliance with safety regulations and standards.
- Engaging with the community to raise awareness about fire safety, emergency preparedness, and the role of the fire department in public safety.
- Ensure continued compliance with the Occupational health and safety (OHS) guide for firefighting.
- Actively participate in and promote Health & Safety programs. Lead by example in the areas of Health, Wellness, and Work-Life Balance.
- Support, promote and honor the traditions that make the fire service what it is.
- Liaise with, develop, and maintain effective relationships with partner fire departments, industry, government, other appropriate agencies, and other County staff to achieve their respective objectives.

Join our dynamic team and play a crucial role in overseeing logistical and administrative functions to ensure the department's operational efficiency, and to enhance the knowledge, skills, and abilities of our firefighting personnel. If you meet these qualifications and are committed to ensuring the safety and well-being of our community, we encourage you to apply.

**Qualifications:**

- Minimum of 15 years of firefighting experience, with at least 5 years in a leadership role.
- Strong knowledge of firefighting techniques, procedures, and best practices.
- Certification as a Fire Instructor Level II or equivalent or ability to achieve in the first year
- In-depth knowledge of firefighting techniques, procedures, and best practices.
- Strong understanding of relevant fire codes, regulations, and standards.
- Excellent instructional and presentation skills, with the ability to effectively communicate complex concepts to diverse audiences.
- Familiarity with training technologies and tools, including simulation software and e-learning platforms.
- Attention to detail and a commitment to accuracy in record-keeping and documentation.
- Ability to work collaboratively in a team environment and build positive working relationships.
- Flexibility to work irregular hours, including evenings, weekends, and holidays, as needed.
- Strong organizational and time management skills.
- NFPA certifications and relevant licenses.
- ICS 300
- Current CPR, AED, and medical responder certificates.
- Valid Class 3-Q license and clean driving record

**Preferred Qualifications:**

- Additional NFPA certifications and training.
- Experience working in a unionized environment.
- Proficiency in learning management systems.
- Emergency Operations Center Management experience.
- Alberta Municipal Affairs NFPA Certification approved Proctor/Evaluator.

This posting will be open until July 12th, 2024, until 11.59 pm Mountain Time or until a suitable candidate is found.

- Hourly Pay: \$62.42 to \$73.43

Qualified Candidates please apply online at:

[County of Grande Prairie No. 1 Deputy Chief - Logistics - Regional Fire Services | SmartRecruiters](#)