



EMPLOYMENT OPPORTUNITY

DEPUTY FIRE CHIEF

Athabasca County is currently accepting applications for a full-time Deputy Fire Chief to join our Community & Protective Services department.

With a focus on supporting the rural districts, the incumbent provides leadership and guidance to the Athabasca County Fire Services personnel regarding provision of fire suppression and rescue services, supporting of volunteer recruitment and retention strategies, the facilitation of regional training programs, and the management of department assets.

In addition, this position shall be responsible for fulfilling the role of Regional Fire Chief in their absence.

The ideal candidate will possess a minimum of five (5) years of directly related fire services experience, two (2) years' experience as an officer or supervisor, and Professional (IFSAC/Proboard) certification in:

- NFPA 1001 Firefighter Level 2
- NFPA 1002 Driver and Pump Operator
- NFPA 1021 Fire Officer Level 1
- NFPA 1041 Fire Service Instructor Level 1
- NFPA 1051 Wildland Firefighter Level 1

A detailed job description can be found on the Athabasca County website under Careers at www.athabascacounty.com.

The salary range for this position is \$41,900.90 - \$115,531.52 annually. Athabasca County also offers and comprehensive benefits package which includes contributions to the Local Authorities Pension Plan.

Interested candidates are invited to submit their resume to:

Jenn Bellward
Human Resources Manager
3602 - 48 Avenue
Athabasca, AB T9S 1M8
hr@athabascacounty.com
(Fax): 780-675-5512

RE: Deputy Fire Chief

This posting will remain open until a suitable candidate is found. We thank all applicants for their interest; however, only those selected for an interview will be contacted.



Dept.:	Community & Protective Services	Type:	Permanent (FT)
Class:	Salaried	Salary:	\$92,366.90 - \$115,531.52

ROLE OF THE DEPUTY FIRE CHIEF

Under the direction of the Regional Fire Chief, the Deputy Chief will contribute to the overall leadership of the fire department and is responsible for supporting the effective and efficient delivery and administration of fire rescue services within the County.

With a focus on supporting the rural districts, the incumbent provides leadership and guidance to the Athabasca County Fire Services personnel regarding provision of fire suppression and rescue services, supporting of volunteer recruitment and retention strategies, the facilitation of regional training programs, and the management of department assets.

In addition, this position shall be responsible for fulfilling the role of Regional Fire Chief in their absence.

RESPONSIBILITIES

1. Assist and collaborate with District Chiefs to identify operational needs.
2. Act as a first point of contact for district officers, providing technical guidance, mentoring and coaching.
3. Respond to resident concerns or questions regarding Fire Services matters.
4. Act in rotation as after hours on-call duty officer.
5. Assist the Regional Fire Chief in planning, budgeting, organizing, directing and monitoring the activities and resources of the fire rescue services.
6. Assist the Regional Fire Chief in the development of policies, procedures, directives, and standard operating guidelines.
7. Maintain inventory of fire equipment and supplies; make procurement recommendations as required.
8. Develop and deliver fire service training and development activities in accordance with the approved Level of Service.
9. Support fire prevention, education, and permitting programs.
10. Ensure compliance with federal, provincial, and municipal statutes (including but not limited to Alberta Safety Codes, Alberta Fire Code, and Alberta Occupational Health & Safety Act).
11. Lead and promote team building within and between fire districts and between districts and administration.
12. Build and maintain a positive team atmosphere at the Fire District and foster positive relationships with internal and external stakeholders.
13. Other related duties and special projects as assigned.



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QUALIFICATIONS & SKILLS

- Minimum high school diploma with five (5) years related fire services experience and two (2) years experience as an officer or supervisor. A suitable combination of education and experience may be considered.
- Demonstrated experience working in a volunteer setting, preference to those with experience in a leadership role.
- Professional (IFSAC/Proboard) certification in:
 - NFPA 1001 Firefighter Level 2
 - NFPA 1002 Driver and Pump Operator
 - NFPA 1021 Fire Officer Level 1
 - NFPA 1041 Fire Service Instructor Level 1
 - NFPA 1051 Wildland Firefighter Level 1
- Other NFPA or related certifications are considered an asset.
- Other wildfire training or experience would be considered an asset.
- Safety Codes Officer designation would be considered an asset.
- ICS 200 as a minimum; ICS 300 and the Alberta Basic Emergency Management courses are preferred.
- Valid Standard First Aid with CPR certification.
- Valid WHMIS/TDG certification.
- Excellent interpersonal and organizational skills, including the ability to positively influence and persuade others.
- Excellent customer service skills.
- Ability to plan, prioritize and manage own workload including the ability to tolerate frequent interruptions while successfully meeting deadlines.
- Proficient use of computers and relevant software programs.
- Current Class 5 drivers license with satisfactory driving record is required.
- Clear Criminal Records Check, including vulnerable sector check.