

Competition ID: J0135-0381  
Department: Protective Services  
Hours Per Week: 37.5  
Date Posted: January 9, 2025

Job Type: Permanent Full Time  
Job Category: Fire Services  
Salary: \$131,913 - \$167,831/year  
Closing Date: February 5, 2025

## Deputy Fire Chief, Administration/Training

The primary responsibilities of this position are to ensure that all the training is administered to all levels of Fire Services for Sturgeon County. In addition, this position is responsible for asset tracking, the use and maintenance of the Records Management System, department reporting and statistics, and assisting with strategic and budget planning. Other responsibilities include responding to emergencies/incidents, assistance with Disaster Services, Fire Prevention, Fire Inspection and Fire Investigation Services.

When required to respond to an emergency or fire incident, this position is considered safety sensitive; in all other circumstances, this position is considered risk sensitive.

### Key Duties & Responsibilities

#### **Leadership & Management (20%)**

- Provides input with the policy development and recommendations pertaining to Fire and Disaster Services. Recommendations include, but are not limited to training, fire prevention, equipment, budget, fire suppression, dangerous goods, and emergency planning.
- Drafts agendas and produces meeting minutes for the County Fire Officers meetings.
- Represents Protective Services on all County Asset Management Plans.
- Provides monthly statistical reports to the department manager and maintains dashboard of key performance indicators.
- Acts as the Deputy Fire Chief Operations/Fire Prevention in their absence, including evaluates and reports on the overall effectiveness of District Fire Departments.
- Supports disaster programs to County District Fire Departments in accordance with Sturgeon County Standard Operating Guidelines and associated Plans.
- Conducts inspections to ensure compliance with fire and other related codes, acts, bylaws, and regulations in accordance with the Joint Quality Management Plan as directed by the department manager.
- Assists with coordinating disaster exercises annually to ensure emergency preparedness in the event of a disaster.
- Assists the department manager with strategic planning and budget preparation.

#### **People Leadership (10%)**

- In the absence of the Deputy Chief Fire Operations/Fire Prevention, supervises and provides administrative direction, scheduling, performance management of District Officers, and permanent, paid on call, and casual firefighters.

- Creates an open, positive working environment to stimulate open discussion, which includes both in office, remote, or hybrid employees.
- Holds staff meetings on a regular basis.
- Invests time in managing and developing people through career planning and professional development.
- Provides insightful, motivating, and constructive feedback, coaching, and guidance.
- Sets clear expectations, monitors, evaluates, and conduct annual performance reviews.
- Sets and delegates broad work responsibilities for direct reports, managing through general oversight of direct reports.
- Provides rewards and recognition in alignment with the County's policies and procedures.
- Follows HR policies and procedures when addressing performance or disciplinary or investigations and considerations.
- Measures and reports on capacity and diversity to meet current and future needs of County within the Protective Services needs of the County.
- Makes hiring decisions within approved roles, working in collaboration with the HR team.

### **Firefighting Training (35%)**

- Oversees and administers all firefighting training for Sturgeon County firefighters.
- Works in conjunction with HR, to ensure that all County firefighter training records are maintained within the corporates records management structure.
- Carries out fire service instructor duties as required during County firefighting training courses.
- Provides positive liaison with County District Fire Departments and Training Authorities.
- Ensures firefighter training meets evolving needs and risks set out by service level in consultation with Deputy Fire Chief Operations and Fire Chief.

### **Records & Administration (20%)**

- Oversee the annual recruitment of Paid-on-call firefighters.
- Works in conjunction with HR, to ensure that all County firefighter training records are maintained within the corporates records management structure.
- Manages and administers FirePro 2 on behalf of Sturgeon County Emergency Services.
- Oversees the firefighter benefits package on behalf of the department manager.
- Oversees Workers Compensation Benefits and reporting for paid-on call/volunteer firefighters on behalf of the department manager.
- Coordinates and oversees the Sturgeon County Emergency Services Awards program, Federal and Provincial Medals program on behalf of the department manager.
- Oversees the implementation/use of all software and technology in the delivery of emergency services.

### **Fire and Emergency Response & Investigation (5%)**

- Participates in the assigned role as part of the Incident Command structure, as required by the department manager or their designate.
- Responds to emergency incidents as required such as, but not limited to, structure fires, wildland/urban interface fires and motor vehicle collisions.

- Provides support to County Fire departments during emergency responses as required and or directed by department manager.
- Supports on-call duty officer by responding as required.
- Assists with fire investigation services as directed by the department manager.

### **Emergency and Fire Equipment Maintenance (5%)**

- Oversee asset management and equipment tracking.
- Oversees all issues regarding radios and licenses.

### **Other Related Duties (5%)**

- Attends training courses as directed by department manager.
- Performs other duties as assigned by the department manager.
- When necessary, acts as the Fire Chief/Manager of Protective Services for the County.
- Adheres to applicable responsibilities and accountabilities as outlined in the Sturgeon County Health and Safety Management System.
- Adheres to all of Sturgeon County's policies, bylaws, procedures, and processes, as well as aligns work to the Sturgeon County values.

## **Knowledge, Education, Qualifications, Skills, Abilities & Experience**

### **Required:**

- Certification in National Fire Protection Association (NFPA) in the following:
  - 1001 Level II,
  - NFPA 1002 Level 3 Aerial Operator or willing to obtain,
  - NFPA 1021 Level 1,
  - NFPA 1041 Level 2,
  - NFPA 1051 Wildland,
  - Incident Command Training (ICS) to the 300 level Standards.
  - Possess a valid class 3 drivers' license with "Q" endorsement.
- A clear Criminal Record (Vulnerable Sector) with periodic renewal as required.
- A minimum of five (5) years related experience with a recognized fire department or related fire or emergency management services team in a Senior Fire Officer role with supervisory responsibilities.
- Understanding of fire, emergency, and disaster preparedness and response.
- Strong interpersonal, relationship-building and communication skills with a proven ability to effectively influence others, with the ability to discuss and reach an agreement on issues in an objective, logical and sensible manner.
- Ability to proactively identify and analyze complex situations/issues and in a large multi-stakeholder organization to recommend sound solutions to that are based on experience, research and understanding of the organizational goals and priorities.
- Ability to regularly engage and collaborate with stakeholders to facilitate open and thought-provoking discussions to address current and future needs of the County.
- Demonstrated ability to act as a visionary leader that develops and fosters a community of collaboration and teamwork promoting innovation and continuous improvement.
- Ability to manage change effectively and proactively.
- Ability to deal with confidential information with a high degree of diplomacy.
- Ability to work in a team environment or independently.

- Ability to read, research, create, interpret, and explain policies, directives, procedures, bylaws, meeting minutes, and relevant work-related legislation.
- Demonstrated ability to prioritize and manage time effectively, working well and effectively under pressure while meeting deadlines.
- Proficiency with Microsoft Office Suite of office products, RMS systems, and communication/radio technology.

**Assets:**

- A post-secondary bachelor's business degree, fire service leadership certification, or related program would be an asset.
- Fire Investigator 1033 and ability to obtain C2 designation in Alberta
- Municipal/provincial fire department experience is an asset.
- Previous experience with wild land/urban interface fires and disaster services is an asset.
- Enhanced reporting / Data analytics training or experience.
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**Interested? Please click [here](#) to apply or go to our website [www.sturgeoncounty.ca](http://www.sturgeoncounty.ca) and check out our Careers page!**