

## **REGIONAL DEPUTY FIRE CHIEF** GREENVIEW, ALBERTA

**DEPARTMENT:** Protective Services

**LOCATION:** Fire Station 31-DeBolt, Alberta

**POSITIONS REQUIRED:** Accepting applications until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reporting to the Regional Fire Chief, the Regional Deputy Fire Chief is accountable and responsible for Fire-Recue Services and assistance with Disaster and Emergency Management portfolio. The Regional Deputy Fire Chief will ensure the delivery of excellent fire protection and safety services by monitoring and coordinating the Municipality's Fire Stations including fire-rescue response, fire prevention, training of firefighting crews, fire investigations, and fire inspections.

### **SUPERVISORY RESPONSIBILITIES:**

- Overall leadership and management of volunteer firefighting crews at all fire stations and direct supervision at the assigned fire station (STN 31-DEBOLT).
- Supervising activities includes but is not limited to the overall management and support of emergency responses, staffing, training, performance reviews, daily report assessment, coaching/monitoring tasks and disciplining.

### **DUTIES**

- Provides advice and information to the Regional Fire Chief on matters relating to fire rescue activities, training, and vehicle acquisition.
- When assigned, coordinates emergency or disaster preparedness training courses, including the preparation of plans that outline operating procedures to be used in response to disasters or emergencies.
- Assists in the maintenance of the Medical First Responder Program (MFR) to ensure consistent medical co-response.

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- Maintains an active interest in federal, provincial and local legislation, regulations and codes affecting emergency plans and ensures compliance.
- Assists in the development and implementation of fire prevention/preparedness programs for the public.
- Assists in the development and implementation of plans, programs, standard operating guidelines and policies for the Fire Stations after discussion with the Regional Fire Chief and consultation with fire station personnel. These plans will ensure that MD fire stations will be Occupational Health and Safety compliant.
- Manages policies and procedures for the efficient operation of the Fire Stations.
- Provides information for annual and long-range operational and capital budgets for the Fire Stations in accordance with approved guidelines.
- Maintains an inventory tracking system of fire equipment and supplies with complete testing criteria and critical response dates for equipment upgrades.
- Prepares reports, recommendations and Requests for Decision (RFD) to the Regional Fire Chief, as requested.
- Provides information for the operational maintenance of fire equipment and fire stations.
- When required enforces applicable provincial legislation, including but not limited to Safety Codes, Forest and Prairie Protection Act and municipal Bylaws and regulations.
- Co-operates and works with volunteers and municipal department heads in matters concerning fire safety, training and emergency response.
- When assigned, develop mutual aid agreements and contracts with surrounding municipalities, industry and the provincial government.
- Responds when required to significant emergency incidents. Responds to other emergencies as requested.
- May be required to assist in the development and implementation of hazard assessment/risk analysis plans for the fire services.
- Performs other related duties as may be required by the Regional Fire Chief.

## MINOR

- Investigates and documents major motor vehicle collisions and associated injuries/fatalities that occur on properties or roadways that are within Municipal District boundaries.
- Assists in the development of the regional fire services model and standard operating guidelines.
- Reports any building deficiencies relating to Protective Services.
- Attends Community Meetings as required.

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## QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Post-secondary education in Fire, Emergency Management or a combination of equivalent education and experience.
- A minimum of 5 years' experience in Fire Service or Emergency Management including supervisory experience.
- Knowledge of relevant federal, provincial and municipal legislation, policies and programs.
- Knowledge of fire inspections and fire investigations.
- Experience in the leadership and management of volunteer-based fire departments is considered an asset.
- Alberta Safety Codes Officer-Fire Discipline or the ability to acquire certification
- Fire Discipline SCO Accreditation: NFPA 1033 – Investigation and Inspection, Level 1; NFPA 1001 – Firefighter, Level 2; NFPA 1041 – Fire Service Instructor, Level 1; NFPA 1035 – Fire and Life Safety, Public Information Officer and Juvenile Fire Setter Intervention; NFPA 1051 – Wildland Firefighter; NFPA 1081 – Industrial Fire Brigade; NFPA 472 – HAZMAT, Technician level; Fire Department Administration experience and experience in Emergency Management Services would be an asset.
- Completion of ICS 300/400 would be an asset.
- Valid Class 3 Operator's License preferred.

## SKILLS REQUIRED:

- Strong, well developed people managing skills including but not limited to leading, managing, mentoring, and coaching.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite, able to learn and become proficient in software programs utilized by Greenview.
- Basic accounting skills and familiarity with finance and budget preparation and processes.
- Excellent observation, problem-solving and decision-making skills.
- Ability to interact well with, and respond to inquiries from volunteer firefighters, employees, Management, Council and Ratepayers.
- Ability to work effectively with emergency personnel, community and business leaders.
- Must maintain confidentiality.
- Excellent organizational and time management skills.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.

## WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and phone.
- Long periods of sitting, good lighting, temperature and noise control.

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- Minimal physical effort; occasional light lifting.
- Required to attend and investigate emergency response sites with unsettling images and content.
- Subject to working in an outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal work week is 37.5 hours (5 days - 7.5 hours/day). As a management position, the Regional Deputy Fire Chief is expected to be available after normal working hours should the need arise.

### HEALTH & SAFETY:

- **All personnel working for the Municipal District of Greenview are governed by the Municipal District - Health & Safety Policy and the Employee Code of Conduct.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

**Note:** The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

### HOW TO APPLY:

Interested candidates may submit cover letter (*stating the position you are applying to*) and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) (*please quote the position in the subject line*)

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

Confidential Fax: 780-524-3981

**NOTE:** This competition will remain open until a suitable candidate is found.

**While we truly appreciate all applications, only those selected for an interview will be contacted.**

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