



EMPLOYMENT OPPORTUNITY



Title: Deputy Fire Chief – Operations and Training
Department: Lacombe Fire Department
Job Status: Full-time
Closing Date: March 29, 2025 at 4:30 pm

Job Posting 2025-09

The Deputy Fire Chief is a leadership position within the City of Lacombe Fire Department. The Lacombe Fire Department offers emergency response services in urban and rural areas. Our Fire Service covers approximately 663 km² and includes world-scale industrial complexes, intensive livestock operations, and a section of the busiest primary highway in Alberta.

This position adds value to the department by providing expertise in incident management and equipment maintenance, as well as support in developing and maintaining the skills and abilities of all our personnel. The Deputy Fire Chief also shares in the department's regular administrative and other essential day-to-day support functions. This position requires high motivation, innovation, and a confident learning leader. The Deputy Fire Chief is technically competent and has extensive experience in incident management and training. The ability to contribute independently and within a team is essential.

The ideal incumbent is technically competent and have a wide range of experiences in incident management and training. The successful candidate must have primary residency within 15 minutes of the City of Lacombe Fire Station.

Qualifications, Skills and Abilities

- A bachelor's degree in a related field such as Business, Public Administration, Fire Services, Emergency Management
- 3 years' leadership experience as a Fire Officer.
- NFPA 1021 Level 2 (IFSAC/ProBoard). NFPA 1021 Level 3 is considered an asset
- BlueCard Command Certification
- NFPA 1001 Level 1 and 2 (IFSAC/ProBoard)
- NFPA 1002 Driver/Operator/Aerial (IFSAC/ProBoard)
- NFPA 1031 Level 1 (IFSAC/ProBoard). NFPA 1031 Level 2 is considered an asset
- Alberta Safety Codes Officer Group B1/C1. Group B2/C2/E is considered an asset
- NFPA 1033 (IFSAC/ProBoard)
- NPFA 1140 (IFSAC/ProBoard)
- NFPA 1041 Level 2 (IFSAC/ProBoard)
- NFPA 1072 Operations (IFSAC/ProBoard)
- NFPA 1403 Live Fire Instructor is considered an asset
- Standard First Aid BLS/CPR/AED "C". EMR/PCP designation considered an asset
- ICS 300. ICS 400 is considered an asset
- Valid Alberta Class 3/4 driver's license with "Q" endorsement
- Collaborate with other city departments on training, special projects, and community events (Festivals, Parades, Fireworks, and Event Representation).
- Extensive knowledge of methods and strategies in all aspects of emergency management.
- The Proficient user of fire-related and office software such as FirePro, First Due, and Microsoft Office Suite.



EMPLOYMENT OPPORTUNITY



- Champion of Change through innovation, behavior, and implementation of the best practices, improving the effectiveness and efficiency of department operations.
- Ability to establish and maintain effective working relationships.
- Ability to function effectively and efficiently during potentially stressful situations.
- Ability to manage multiple tasks on a routine basis.

Duties and Responsibilities

- Assists the Fire Chief with establishing goals, objectives, personnel requirements, and performance indicators for Fire Training.
- Participates in coordinating and overseeing annual member recruitment and recruitment training programs.
- As a Safety Codes Officer, you'll conduct and coordinate fire prevention and code-related inspections and investigations when required
- Participating in the training plans and related programs, learning materials, and training aids consistent with NFPA standards based on departmental needs outlined by established service levels.
- Design lesson plans and coordinate and participate in the delivery of weekly training nights.
- Provides leadership and guidance to ensure the delivery of fire-related training programs and the scheduling of training programs and sessions, including an annual department-wide training calendar.
- Responds to emergencies and assumes command or other Chief Officer roles and responsibilities with fire incident size and complexity warrant.
- Participate in the Chief Officer on-call rotation.
- Take action to mitigate hazards and make strategic decisions affecting life and property.
- Participate in public safety, fire safety, public education, and prevention campaigns.

Salary Range: Band 4: \$3,736.00- \$4,669.60 bi-weekly based on a 40.0-hour work week. Applicable pay premiums are not calculated within the bi-weekly compensation. The City of Lacombe offers a comprehensive Modified Work Arrangement Program.

How to Apply:

Interested candidates, please submit a resume **quoting Competition 2025-09** by March 29, 2025 at 4:30 PM to:

People Services, City of Lacombe
5432 56 Avenue, Lacombe, AB T4L 1E9
Email: peopleservices@lacombe.ca

An acceptable drivers license abstract, a medical evaluation, security clearance checks, reference checks will be required as part of the selection process. Residency requirements and the ability to respond on call are expected.

JOB DESCRIPTION

POSITION:	DEPUTY FIRE CHIEF – OPERATIONS AND TRAINING		
SALARY LEVEL:	BAND 4	REPORTS TO:	Fire Chief
DEPARTMENT:	Corporate and Protective Services	EFFECTIVE DATE:	March 6, 2025

The City of Lacombe values its staff and believes success and satisfaction are based on quality service. Each employee is responsible for quality service and contributes a caring attitude and a commitment to excellence.

GENERAL PURPOSE

The Deputy Fire Chief is a leadership position within the City of Lacombe Fire Department. The Lacombe Fire Department provides emergency response services within urban and rural response areas. The Department Covers approximately 663 km² and includes world-scale industrial complexes, intensive livestock operations, and a section of the busiest primary highway in Alberta. We are a department that is proud of our past accomplishments while seeking continuous improvement in the future delivery of services to our customers.

This position adds value to the department by providing expertise in incident management and equipment maintenance, as well as support in developing and maintaining the skills and abilities of all our personnel. The Deputy Fire Chief also shares in the department's regular administrative and other essential day-to-day support functions. This position requires high motivation, innovation, and a confident learning leader. The Deputy Fire Chief is technically competent and has extensive experience in incident management and training. The ability to contribute independently and within a team is essential.

MAJOR DUTIES

Activity A Training

- Develop, implement, administer, manage, and evaluate the department training programs, making adjustments, updates, or changes as required.
- Develop and implement a multi-year training plan.
- Design lesson plans and coordinate and participate in the delivery of weekly training nights.
- Assign and monitor the work of instructors assigned to the training of current members along with recruits.
- Weekend commitments to membership training may be required.

- Monitor and evaluate ongoing training programs to ensure they are current, meet legislated and department requirements, and address department training objectives.
- Identify firefighter training deficiencies and collaborate with Officers to develop and implement training plans.
- Maintain course materials and test scores.
- Manage annual renewals of personnel and department certifications.
- Make recommendations to the Fire Chief regarding training priorities and course offerings.
- Coordinate with external agency members for outside training opportunities.

Activity B Administration

- Coordinate and oversee annual member recruitment campaigns.
- Manage and supervise firefighters by applying National Fire Protection Association standards, Lacombe Fire Department Standard Operating Guidelines, City of Lacombe policies and procedures, and other applicable standards.
- Assist the fire chief with establishing goals, objectives, financial and personnel requirements, and performance indicators related to operations, as well as training and monitoring the achievement of results.
- Provide verbal and written communications, coaching, consultation, mentoring, and performance monitoring of Fire Captains.
- Ensure documentation and completion of annual equipment testing and maintenance.
- Complete daily duties tasks through operational compliance checks of equipment, maintain equipment, purchase supplies, and other daily functions as assigned.
- Draft for review/revision of new Lacombe Fire Department policies and guidelines.

Activity C Emergency Response

- Respond to emergencies and assume command or other senior roles when incident size and complexity warrants attendance by a chief officer as indicated by department response standard operating guidelines.
- Take action to mitigate hazards; make decisions affecting life and property.
- Share in the Chief on-call rotation coverage and respond as required after hours.
- Supervise and coach junior fire officers to ensure department guidelines and policies are adhered to.
- Supervise and conduct preliminary fact-finding inspections and investigations, including evidence gathering and documentation.
- Determine damage estimates and investigate a fire's potential causes after being extinguished.
- Complete all required incident response reports in a timely period as needed.

Activity D Health and Safety

- Maintain awareness of, comply with, and adhere to the City's Health and Safety Policies and Procedures, the OH&S Act, and the code by following the rights and responsibilities outlined in the Health and Safety Manual.

- Promote and model safety in the day-to-day operations of the Fire Department.
- Participate in the City of Lacombe Health & Safety Committee

Activity E Other

- Assume all the duties and responsibilities of the Fire Chief in their absence.
- As a Safety Codes Officer, you'll conduct and coordinate fire prevention and code-related inspections and investigations when required.
- Evaluate development proposals and review building and renovation plans to ensure conformation to minimum safety standards as required.
- Lead Fire Investigation activities as required.
- Analyze community needs for fire safety education and prevention activities.
- Participate in public safety, fire safety, public education, and prevention campaigns.
- Manage projects from concept through to implementation.
- Participate as required in the City's Emergency Management program.
- Participate as needed in the City's Asset Management Program.
- Participate in City Committees appropriate to the role.
- Maintain excellent customer service with coworkers, customers, local stakeholders, and the public.
- Foster a positive work culture and regularly monitor corporate culture's evolution.
- Any other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of methods and strategies in all aspects of emergency management.
- Extensive knowledge of National Building and Fire Codes (Alberta Edition), National Fire Protection Association standards, and other emergency services-related standards.
- Proficient user of fire-related and office software such as FirePro, First Due, Word, Excel, PowerPoint and Outlook.
- Champion of Change through innovation, behavior, and implementation of the best practices, improving the effectiveness and efficiency of department operations.
- Skill in developing key performance indicators; measure, analyze, and improve as required.
- Ability to communicate proficiently, both orally and written
- Ability to communicate courteously, tactfully, and diplomatically with elected officials, members of the public, colleagues, and staff.
- Ability to establish and maintain effective working relationships.
- Ability to function effectively and efficiently during potentially stressful situations.
- Ability to manage multiple tasks on a routine basis.
- Ability to act confidently in the capacity of Command across the spectrum of services provided by the fire department.

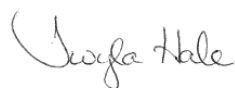
QUALIFICATIONS

- A bachelor's degree in business, Public Administration, Fire Services, Emergency Management, or a related field is an asset.
- Five years experience as a firefighter.
- Three years of leadership experience as an officer.
- Must possess and maintain an acceptable driver's license abstract and satisfactory medical evaluation.
- Candidate's primary residence must be within 15 minutes of the City of Lacombe fire station.

LICENSES & CERTIFICATIONS

- NFPA 1021 Level 2. NFPA 1021 Level 3 is considered an asset (IFSAC/ProBoard).
- BlueCard Command Certification.
- NFPA 1001 Level 1 and 2 (IFSAC/ProBoard).
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- ICS 300. ICS 400 is considered an asset.
- Valid Alberta Class 3/4 driver's license with "Q" endorsement.
- Acceptable Criminal Record/Vulnerable Sector check and driver abstract.

Approved:



(for)

Director of Corporate and Protective Services

Approved:



Fire Chief

Date:

March 12, 2025