

JOB DESCRIPTION

Job Title: Assistant Deputy Fire Chief of Prevention and Public Education (PTE)
Department: Puslinch Fire & Rescue Services (PFRS)
Division: Prevention and Public Education
Reports to: Fire Chief
Supervises: Captain – Suppression (4 positions); Acting Captain – Suppression (4 positions).

POSITION OVERVIEW

Reporting to the Fire Chief, the Assistant Deputy Chief of Prevention and Public Education will oversee the development, implementation, and management of the fire department's fire prevention and public education programs. This leadership role combines key aspects of fire prevention, community engagement, safety education, and compliance enforcement to ensure that the Township's fire prevention efforts align with legislative, regulatory, and departmental standards. The Assistant Deputy Chief will also collaborate with other leaders within the fire department, and contribute to the development of fire safety plans, community outreach programs, and risk mitigation strategies.

KEY DUTIES & RESPONSIBILITIES

- Provide leadership and direction to all staff, maintain effective working relations with all departments and staff.
- Assist the Fire Chief and Deputy Fire Chief with developing, administering and controlling the annual departmental operating and capital budgets.
- Oversee and direct fire prevention efforts, including regular inspections and enforcement of fire safety codes, bylaws, and regulations for all public, commercial, and residential properties.
- Review and evaluate building plans and specifications to ensure compliance with fire safety regulations for new and existing developments.
- Investigate complaints and concerns related to fire hazards, conducting site inspections and resolving issues in a timely manner.
- Coordinate and enforce the application of fire safety standards, ensuring consistent compliance with Ontario's Minimum Maintenance Standards and Township By-laws.
- Develop and maintain partnerships with external agencies, consultants, vendors, and other municipal departments to promote fire prevention initiatives and ensure compliance across all sectors.
- ☑ Develop and implement community fire safety education programs, working to increase awareness about fire risks and prevention strategies among residents, businesses, and community groups.

- Coordinate and facilitate public seminars, training workshops, and outreach programs on fire safety, emergency preparedness, and life safety to diverse audiences.
- Act as the public face of the department in fire safety education, delivering presentations to schools, senior residences, community organizations, and local businesses.
- Collaborate with the Fire Chief, Deputy Fire Chief, and other department leaders to align public education initiatives with the fire department's strategic priorities, focusing on high-risk populations and emerging community needs.
- Conduct fire investigations to assess and enforce compliance with fire safety laws, issuing tickets, summons, and laying charges when necessary in accordance with provincial and municipal regulations.
- Testify as a department representative in court hearings, appeals, and proceedings related to fire safety enforcement.
- Ensure all fire safety inspection and investigation activities are well-documented, maintaining accurate records of findings, reports, and actions taken.
- Monitor and evaluate the effectiveness of fire prevention and public education programs, adjusting strategies as necessary to improve outcomes.
- Provide leadership, mentorship, and guidance to the fire prevention and public education team, ensuring high performance and accountability.
- Assist in the management of day-to-day operations for fire prevention activities, including supervision of team members and volunteers.
- Work closely with department leadership to develop and implement long-term strategic plans for fire prevention and public education programs.
- Support the recruitment, retention, and development of staff and volunteers engaged in fire prevention and public education.
- Collaborate with other departments, such as emergency medical services (EMS), police, and public works, to ensure coordinated efforts in fire prevention, community safety, and risk management.
- Assist with the development and implementation of the Fire Master Plan, ensuring fire prevention and public education strategies are incorporated and aligned with broader departmental goals.
- Represent the fire department in various local and regional committees, meetings, and events related to fire safety and prevention initiatives.
- Serve as a liaison with public and private sector organizations to support fire prevention and safety initiatives and establish cooperative partnerships.
- Assist in emergency response efforts, particularly related to fire prevention and public safety aspects, ensuring fire prevention measures are integrated into incident command procedures when applicable.

- Participate in post-incident evaluations and debriefs to identify improvements in fire prevention and safety strategies.
- Oversee and maintain accurate records of public education and fire prevention activities using the department's record-keeping systems.
- Respond to public inquiries, complaints, and concerns, ensuring a high level of service and follow-up.
- Prepare and present reports on fire prevention, public education activities, and program outcomes to the Fire Chief, Council, and other stakeholders.
- Act as an "On Call" Chief Officer for emergency incidents after hours and alternating weekends.
- Perform Human Resource functions such as recruitment, training, supervision, performance evaluation, discipline, and attendance management in accordance with Township policies. Monitor performance levels, assign duties, and provide guidance fostering a teamwork environment.
- Respond to emergency and non - emergency incidents; utilize the incident command to direct activities and communications in fire and/or emergency situations; take action to mitigate hazards and treat patients; make decisions affecting life and property under emergency situations.
- Act as the Deputy Fire Chief in the absence of the Deputy Fire Chief.
- Perform additional duties and special projects as required.
- Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, the Township of Puslinch Occupational Health, Safety and Workplace Violence Policy and Procedures, as well as established industry guidelines.

SKILLS & QUALIFICATIONS

- Post-secondary education in Fire Protection Technology and Fire Prevention
- Minimum 3 years related experience
- Valid driver's licence in good standing
- Municipal Law Enforcement Officer Certification, is an asset
- Knowledge of Ontario Fire Code, Ontario Building Code and related legislation and by-laws
- First Aid/CPR Certificate.
- Excellent verbal and written communication skills
- Superior interpersonal skills and customer service skills including the ability to work effectively in a team environment
- Ability to handle matters of a confidential or politically sensitive nature, and to maintain confidentiality
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications
- NFPA 1031 Fire Inspector level two (2)

- NFPA 1033 Fire investigator
- NFPA 1041 Fire Instructor level two (2)
- NFPA 1021 Fire Officer level two (2)
- NFPA 1001 Firefighter level one (1) and two (2) or equivalent
- NFPA 1072 Awareness and Operations Level or equivalent
- MOL supervisor 5 steps
- Sound judgment and excellent analytical decision making skills
- Excellent verbal and written communication skills
- Strong organizational skills to prioritize work load and perform tasks without direct supervision
- Ability to handle matter of a confidential or politically sensitive nature, and to maintain confidentiality
- Excellent interpersonal skills including the ability to work effectively in a team environment and establish strong professional relationships with external stakeholders
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications e.g. Firehouse
- Valid DZ driver's licence in good standing

WORKING CONDITIONS

- Part time permanent position (20 hours per week)
- General office and outdoor environment
- Exposure to emotionally charged and conflict situations
- Moderate physical activity
- Must be able to work after hours or when deemed necessary to meet deadlines and deal with crises e.g. major emergencies
- Will be required to attend emergency incidents and/or perform other duties at an emergency incident during regular business hours and outside of business hours as required.