

JOB DESCRIPTION

Job Title: Deputy Fire Chief of Operations and Training (FTE)
Department: Puslinch Fire & Rescue Services (PFRS)
Division: Operations and Training Services
Reports to: Fire Chief
Supervises: Captain – Suppression (4 positions); Acting Captain – Suppression (4 positions).

POSITION OVERVIEW

Reporting to the Fire Chief, the Deputy Fire Chief of Operations and Training is a key leadership role responsible for overseeing the day-to-day operations of the fire department and ensuring the effective training of fire personnel. This position is part of the fire service leadership team designed to enhance the department's operational capacity, improve service delivery, and support the Fire Chief in executing the department's strategic priorities. The Deputy Chief will play a critical role in ensuring the operational readiness of the department, responding to emergency calls, managing personnel and resources, and overseeing the continuous development of fire service staff.

This position will help strengthen leadership, mitigate risks, support legislative and industry compliance, and ensure long-term continuity in the department's operations. The Deputy Chief will collaborate closely with the Fire Chief and other senior leadership team members to meet the community's evolving needs while maintaining a high standard of operational excellence.

KEY DUTIES & RESPONSIBILITIES

- Provide leadership and direction to all staff, maintain effective working relations with all departments and staff.
- Assist the Fire Chief with developing, administering and controlling the annual departmental operating and capital budgets.
- Assist the Fire Chief with establishing goals, objectives, financial and human resource requirements and performance indicators related to departmental functions and monitor the achievement of results.
- Oversee and ensure the maintenance of all apparatus, equipment and grounds.
- Assist the Fire Chief with developing and monitoring departmental policies, procedures and standards that guide and direct the activities within the Department, and ensure full compliance with legislative and regulatory requirements to reduce corporate liabilities and mitigate risk.
- Respond to complaints and inquiries from the public, staff, outside agencies and other enforcement or inspection units regarding building code matters and regulatory by-laws.

- Investigate complaints and conduct site inspections
- Research, prepare and present reports to Council or committees of Council making recommendations regarding policy initiatives related to departmental services, capital requirements or special projects as directed.
- Supervises and coordinates the activities of the suppression crews in the delivery of fire suppression, rescue, hazardous materials and emergency medical services operations
- 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 team work 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.
- Oversees and supervises the planning and implementation of training and development programs, ensuring compliance with legislation and statutory regulations.
- Assist the Fire Chief with the identifying, establishing and implementing best practices related to department activities with a focus on continuous improvement, efficiencies and cost effectiveness.
- Supervise and provide guidance to subordinate officers and personnel, including overseeing their performance and professional development.
- Mentor junior officers and staff to prepare them for leadership roles and succession planning within the department.
- Foster a positive work environment that encourages teamwork, high performance, and continuous improvement.
- Support personnel in addressing operational challenges and ensure they have the resources and training necessary to succeed in their roles
- Attend Council and committee meetings to represent the Department, make recommendations as appropriate, respond to enquiries and provide professional advice.
- Ensure timely responses are provided to department inquiries from Council and the public.
- Assist in the development and management of the fire department's budget, ensuring resources are allocated effectively and in alignment with the department's operational needs and strategic goals.
- Monitor and track expenditures related to operations and training to ensure budget compliance and fiscal responsibility.

- Represent the Department and/or Township with residents, community groups and/or associations, consultants and vendors as required.
- Act as the Fire Chief in the absence of the 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

- A diploma or degree in Business or Public Administration or other related discipline or a diploma with equivalent experience
- Possess NFPA 1021 Fire Officer Level three (2) (and working towards level 3), NFPA 1041 Fire Service Instructor (2 preferred Level two (2) and NFPA 1521 Incident Safety Officer
- Completion of the Community Emergency Management Coordinator (CEMC) designation through the Office of the Fire Marshall and Emergency Management (OFMEM) upon hire
- Minimum ten (10) years related experience with five (5) years management experience
- NFPA 1001 Firefighter level one (1) and two (2) or equivalent
- NFPA 1072 Awareness and Operations Level or equivalent
- Strong leadership skills with the ability to influence decisions and effect change
- Extensive knowledge of applicable legislation including the Fire Protection and Prevention Act, Occupational Health and Safety and Municipal Act, etc.
- Extensive training and experience in a wide variety of emergency operations including incident management and command functions
- Demonstrated experience in the design, development and implementation of organizational – wide training programs; thorough understanding of adult education principles; knowledge in program design; course delivery and post evaluation
- Demonstrated ability in understanding best practices in the delivery of fire services, financial management and controls
- 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

- Full-time permanent position with regular office hours
- 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.