



Deputy Fire Chief - Full Time, 40 hours per week

Position Summary:

The Township of McNab/Braeside is seeking a permanent, full-time (40 hours per week) Deputy Fire Chief.

As part of the Township's strategic reorganization, the fire department is taking essential steps to align our operations with the increasing demands of the community. This will ensure that we are positioned to deliver services efficiently and effectively. The newly created Deputy Fire Chief position is a key component of our long-term vision for the Fire Department's continued growth and success, enabling us to meet future challenges while maintaining the high standards of service that our community deserves.

Reporting to the Fire Chief, the Deputy Fire Chief 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 fire staff, maintain effective working relations with all departments and fire and non-fire staff.
- Assist the Fire Chief with developing, administering and controlling the annual departmental operating and capital budgets ensuring resources are allocated effectively and in alignment with the department's operational needs and strategic goals. Monitor and track expenditures to ensure budget compliance and fiscal responsibility.

- 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 in a timely manner 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. Respond to enquiries and provide advice, as required.
- Supervise and coordinate 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, or as arranged with the Fire Chief.
- 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 high performance, continuous improvement, and team-oriented 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.
- Oversee and supervise 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.

- Mentor junior officers and staff to prepare them for leadership roles and succession planning within the department.
- 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.

Skills & Qualifications:

- A diploma or degree in Business or Public Administration or other related discipline or a diploma with equivalent experience, considered an asset.
- 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, considered an asset.
- Minimum ten (10) years related experience with five (5) years management experience, preferred.
- 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. Demonstrated ability to motivate staff to achieve department goals, ensuring they have the proper resources and training to succeed.
- 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 workload and perform tasks without direct supervision.
- Ability to handle matters 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 license in good standing, preferred.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

The Township offers a competitive compensation package based on qualifications and experience, including benefits and OMERS pension. The position is based on a 40-hour work week. This position requires a full-time, in office presence.

Please submit your cover letter and resume in confidence, clearly marked quoting "Deputy Fire Chief", no later than **2:00 p.m. on March 31st, 2025** to:

Nancy Rosien
Fire Department Administrative Assistant
Township of McNab/Braeside
2473 Russett Drive
Arnprior, ON K7S 3G8
nrosien@mcnabbraeside.com

We thank all applicants, however, only those considered for an interview will be contacted.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act.