

Position Profile

Deputy Fire Chief, Operations

Position Overview

Under the direction of the Director of Protective Services (Administrative Fire Chief), the Deputy Fire Chief manages and coordinates the staffing, training, equipment, apparatus, and day to day of the Corner Brook Fire Department. The Deputy Chief oversees Fire Suppression, Rescue Services and Fire Prevention provided by the Corner Brook Fire Department. The Deputy Chief ensures that the Fire Department maintains a constant state of emergency response readiness while establishing an effective fire prevention program by way of fire inspection and public education.

Reporting Structure

The Deputy Chief is a mid-management position that will report to the Director of Protective Services and provide subordinate direction to two Assistant Deputy Chiefs, a Training Officer, and an officer of Inspection & Prevention. Under the Director, he/she provides complete operational oversight of the fire department.

Responsibilities

The responsibilities of the Deputy Chief include:

- Providing leadership, direction, discipline, and supervision to the department by ensuring that all policies, procedures and directives are implemented and followed thereby maintaining the high standards necessary for efficient, effective, professional operations;
- Modelling of professional management conduct, maintaining appropriate confidentiality of sensitive information and complies with and supports City policies and procedures, labour laws, etc.
- Ensuring all staff work is done in a safe manner following all safety procedures, regulations, and other requirements;
- Provide leadership and support to the Assistant Deputy Fire Chiefs by guiding, assisting, mentoring and consulting with these officers ensuring that good, clear and effective communication is maintained between Assistant Deputy Chiefs and the office of the Deputy Chief;
- Providing administrative and technical advice to the Director on operational issues and matters, as required;
- Building and maintaining a respectful workplace and establishing respectful, positive working relationships with staff, supervisors, and outside agencies and the public using principles of good customer service;

- Assisting in the development of policies and procedures while planning, directing and monitoring the activities of the Corner Brook Fire Department through effective and safe utilization of human and financial resources;
- Providing the on-scene Incident Command, if and when deployed to fires or other emergencies, thereby directing the proper means of fire extinguishment for protection of life, property, and the environment;
- Ensuring the compliance to all procedures, standards, and regulations for fire suppression and rescue services provided by the department;
- Participating in the development, implementation, and maintenance of Standing Operating Procedures for the department;
- Assisting in the development of specifications and recommendations for operational apparatus, tools, equipment, and facilities;
- Ensuring that all departmental staff are appropriately recruited, trained, and evaluated in accordance with work requirements and provide direction and support to the Training Officer accordingly;
- Ensuring that all human resources management issues and concerns are addressed in a timely and procedurally correct manner;
- Establishing and monitoring performance measures for the department, implementing appropriate changes to address any deficiencies in consultation with the applicable members of the City's management team;
- Assisting with the preparation and administration of all promotional exams for the department;
- Providing direction and support to the Assistant Deputy Chief responsible to coordinate the Fire Prevention program for the department;
- Conducting special Fire Prevention and Life Safety, building and/or other inspections when required, as needed;
- Directing and assisting in the preparation of pre-fire plans and other plans for emergency situations and ensuring that all pre-fire plans are fully established;
- Working closely with the City's Planning and Development department and the Office of the Fire Commissioner to ensure that all fire codes, standards, and regulations are adhered to regarding new building construction, renovation, and resultant and current occupancy within the City;
- Liaising with other operational emergency response providers such as police, ambulance, and other stakeholders regarding the delivery of fire-related activities and supporting services;

- Assisting the Director in the development and implementation of the City's and region's Emergency Management Plan, and providing emergency fire services in accordance with the plan, if and when activated;
- Providing advice by telephone, letter, media, or other means, to our residents on all matters pertaining to Fire Prevention and Life Safety;
- Ensuring the departmental participation and compliance to the Occupational Health and Safety program and carry out duties as the management co-chair;
- Accepting and evaluating the recommendations made by subordinates and conducting the relevant research within applicable codes, regulations, or best practices with consideration to implementation;
- Assisting the Director in departmental strategic and tactical planning (e.g. master planning, to assure the most efficient and effective development and utilization of department resources);
- Overseeing of the department's purchasing ensuring good fiscal management;
- Assisting in the preparation of the annual department budget in conjunction with the Director;
- Preparing fire reports and documentation and performing associated research;
- Conducting presentations before various groups, as needed.
- Represents the Director, in their absence, when required;
- Responding and participating in media requests; and,
- Other related duties and responsibilities as assigned.

Key Success Factors Include Having Attained:

- A degree/diploma from a recognized post-secondary institution with major course work in Public Administration, Business Administration, Fire Science
- Seven (7) to ten (10) years of progressively advancing management experience preferably in a municipal and/or unionized environment;
- Extensive knowledge of fire suppression and response methods, practices, tactics, and techniques which can be achieved through a minimum of ten (10) years of experience in fire suppression and the obtainment of Firefighter I and II certification;
- Knowledge of Fire Department codes, regulations, policies, procedures and applicable municipal and provincial codes, acts and bylaws;
- Extensive knowledge and experience dealing with fire and emergency response equipment operation

and maintenance;

- Exceptional conflict management, negotiation, decision making, leadership, analytical, planning, organizational, coaching, as well as oral and written communication skills;
- An ability to work effectively with senior City management, unionized and exempt staff, as well as community members;
- Competent computer skills with experience working with a computerized fire reporting system;
- A solid knowledge in human resources and finance;
- Knowledge of modern methodology of fire department operations and management;
- A good understanding of all key legislative and regulatory requirements that apply to the Fire Department (municipal, provincial, and federal) and be able to ensure all legal and regulatory requirements are always met;
- An excellent ability to multi-task and manage complex administrative and project management processes;
- An excellent ability to professionally represent the City and the community;
- A demonstrated attitude of flexibility, commitment and enthusiasm;
- Ability to work irregular hours and to travel;
- Ability to be bonded;
- A valid Newfoundland and Labrador Drivers License

Additional Considerations

- Normal City work hours are daily Monday to Friday (8:30 a.m. – 4:30 p.m.);
- Incumbent is expected to attend various meetings and functions outside of regular work hours;
- Incumbent expected to be on-call when required.