



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

**DEPUTY FIRE CHIEF – FIRE PREVENTION & PUBLIC EDUCATION
PERMANENT, FULL TIME (35 HOURS PER WEEK)**

Reporting to the Fire Chief, the Deputy Fire Chief - Fire Prevention & Public Education provides leadership, direction and coordination to the fire prevention and public education division.

The role develops, co-ordinates and is responsible for the delivery of public safety messages and the education of the general public in fire safety related matters, based on the principle that fires, accidents and related emergency conditions are mostly preventable.

As a member of the administration team, provides coverage for the other members in their absence as required.

Key Major Responsibilities:

Fire Prevention

- Promote public safety with contemporary fire prevention methods.
- Provide leadership and direction in the development and implementation of fire prevention programs for use throughout the community. Makes frequent public presentations on public safety through proper fire prevention and other health and safety issues.
- Oversees fire prevention inspection services for all classes of buildings at the request of owners, occupiers and on own initiative.
- Review and approve fire safety plans.
- Responsible for overseeing the Community Risk Analysis process as defined by the Fire Prevention and Protection Act as amended.
- Conduct or direct inspections, investigations and enforcement services for the purpose of fire prevention and protection
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- Review, provides direction and takes appropriate action on fire prevention inspection reports.
- Oversees the process for special inspections of all classes of buildings (institutional, retail, commercial and industrial auxiliary buildings including but not limited to tents, mobile food services and vendor permits) sites for compliance with the Fire Protection and Prevention Act (FPPA) prior to the issue of licenses and permits.
- Manage the process to respond to requests for inspection or complaints requiring an inspection.
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- Oversee the Township's Burning Permit program. Sets out conditions, timing and procedures for safe burning; issues permits, documents and provides adequate follow up.
- Supports Centre Wellington's planning, building and development policies from a fire protection and prevention point of view. When
- Required, comments on site plans, zoning and re-zoning applications, subdivision agreements and designs for all classes of new and renovated buildings for compliance with fire regulations.
- In consultation with the Chief Building Official, provides fire and accident prevention information services for use by architects and engineers in the design and renovation of buildings. Gathers and organizes data from fire prevention centers and institutions, and makes it available, with appropriate briefings to interested parties inside and outside the corporation.

Public Education

- Provide leadership and direction in the development and implementation of fire prevention programs for use throughout the community. Makes frequent public presentations on public safety through proper fire prevention and other health and safety issues.
- Advise the Fire Chief on methods needed to improve fire prevention and protection services in the community and responsible for the development and delivery of progressive public education and public safety training and development programs.
- In consultation with the Corporate Communications Coordinator promotes media relations for CWFR

Fire Investigation & Origin of Cause

- Oversee the investigation of origin and cause of fires as required by the Fire Prevention and Protection Act.
- Prepare reports on all investigations and inspections and makes recommendations as required. Maintain an accessible data base of documentation.
- Consult with OFMEM investigators, Ontario Provincial Police and other officials in assisting with prosecution as required.
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Administration

- As a member of the Administration Team, acts as the media spokesperson/ contact for CWFR when required.
- Assist the Fire Chief with the development and monitoring of the annual capital and operating budget.
- Provide administrative, strategic planning and technical advice to the Fire Chief on operational matters including but not limited to departmental policies, procedural guidelines, by-laws and/or enacting regulations.
- Make recommendations through the Fire Chief, Managing Director, CAO and Council about matters respecting customer interactions, potential liabilities, efficiencies, and other matters of corporate interest
- Prepare reports to Council and attends Interdepartmental and Council meetings as required.
- Promote sound working relationships between full time and volunteer staff through the application of sound leadership, management and communication skills.
- Organize and/or represent CWFR at meetings as required.
- Maintain skills and knowledge at a high level with training and development through courses, seminars and selected reading.
- Develop and maintain working relationships with other township departments, governmental agencies and outside organizations as required

Leadership

- Supervise Fire Prevention and Public Education division staff and plan, prioritize, organize and monitor the overall work of the division.
- Complete performance reviews, establish performance requirements and develop targets for division staff.
- In conjunction with the Fire Chief, resolve employee and human resource issues as they relate to division staff, and in collaboration with Human Resources.
- Make recommendations related to staffing, hiring decisions/promotions, discipline, performance evaluation and staff development.
- Work to create a positive and respectful work environment
- Responsible, as an employee and supervisor, for good occupational health and safety practices.
- Ensure statutory compliance with respect to the Occupational Health and Safety Act and the Ministry of Labour.
- Responsible for Volunteer payroll
- As a member of the Administration Team, participates in the senior officer on-call policy.
- In the absence of the Fire Chief or Deputy Fire Chief of Operations & Training, assume the duties and responsibilities of the position as required.

Respond to Emergency Incidents

- As a Senior Officer, respond to all emergency incidents, as required and perform the task of Incident Commander or Senior Officer when required, or other essential duties.
- When responding to incidents, the Senior Officer shall be responsible for all activities and actions on the scene, unless relieved by the Fire Chief
- Senior Officer Duty.

Qualifications and Requirements:

- Post-secondary education in Emergency Services Management, Fire Administration, or relevant professional discipline.
- Minimum of five (5) years of progressive experience as a senior officer in a municipal fire service.
- Strong understanding of fire behaviour and contemporary methods of fire prevention, protection, suppression and rescue.
- Advanced knowledge of legislation, regulations, codes and policies that govern fire prevention and protection, and comprehension of investigative and inspection techniques that can encourage compliance and prepare for legal proceeding as required.
- Sound knowledge of and demonstrated ability to interpret, apply and enforce the Fire Code, relevant NFPA, CSA and ULC standards and Fire Protection and Prevention Act, 1997.
- Good understanding of equipment used in fire prevention and protection.
- Good understanding of building methods, designs and construction, and of building materials.
- Good understanding of the Township's layout, its buildings and surrounding areas that are involved in joint service agreements.
- An understanding of the regulations of the Occupational Health & Safety Act and the Ministry of Labour.
- Strong leadership skills with sound judgment and excellent analytical decision making skills.
- Effective verbal and written communication skills, including the ability to author comprehensive reports and deliver presentations to a variety of audiences.
- Working knowledge of computers and software applications relevant to fire services functions, including Microsoft Office (Word, Excel, PowerPoint, Outlook) and database applications.
- Must possess a DZ driver's license and maintain a clean driver's abstract.
- Excellent analytical, problem-solving, interpersonal, and critical thinking skills.

Minimum NFPA Requirements: (Certified or Grandfathered by OFMEM)

- NFPA 1001 “Standard for Fire Fighter Professional” Level 2
- NFPA 1031 “Standard for Professional Qualifications for Fire Inspector and Plan Examiner” Fire Inspector Level 2
- NFPA 1041 “Standard for Fire Service Instructor Professional” Fire Service Level 1
- NFPA 1035 “Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications” Fire Life Safety Educator
- NFPA 1035 “Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications” Fire Public Information Officer
- NFPA 1521 “Standard for Incident Safety Officer Professional”

Annual Salary: \$89,377 - \$104,558

How to Apply: Township of Centre Wellington, 1 MacDonald Square, Elora, ON N0B 1S0
via email to: careers@centrewellington.ca

Deadline to Apply: **October 28, 2021 at 4:00 p.m.**

Qualified applicants are invited to submit a resume and cover letter in one document in MS Word or .PDF format. Please include your first name, last name and the position title in the subject line.

To learn more about the Centre Wellington community and the requirements for this position, please visit the Township’s web site at www.centrewellington.ca and search the Job Opportunities link. The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications.

As the COVID-19 pandemic evolves, we continue to adjust recruitment practices based on the guidance provided by our local Public Health Unit. Assessment of candidates may be via video/remote interviews or physically distanced face to face interviews. We thank all those that apply; however only those candidates selected for an interview will be contacted.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. Accessibility accommodations are available for all parts of the recruitment process. Applicants must make their needs known in advance.