



**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON
CENTRE WELLINGTON FIRE RESCUE**

**DEPUTY FIRE CHIEF – FIRE PREVENTION & PUBLIC EDUCATION
PERMANENT, FULL TIME (1 EXISTING VACANCY, 35 HOURS PER WEEK)**

The Township of Centre Wellington is a thriving, fast-growing community of approximately 35,000 residents, uniquely blending the charm of rural living with the conveniences of nearby urban centres like Guelph and Kitchener-Waterloo. Surrounded by stunning natural landscapes and known for its vibrant arts and festival scene, historic character, and year-round recreational opportunities, our community offers an exceptional quality of life for residents and visitors alike.

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, coordinates 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, this position is responsible for providing coverage for other members in their absence as required.

Main Duties and Responsibilities

Fire Prevention

- Responsible for promoting public safety and awareness using 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.
- Responsible for reviewing, providing direction, and taking 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.
- 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 Communications and Engagement Division, promotes media relations for Centre Wellington Fire Rescue (CWFR).

Fire Investigation of Origin & 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.

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 regarding 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 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 recommendations, 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, the Ministry of Labour, and other applicable legislation.
- 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 and perform the task of Incident Commander or Senior Officer or other essential duties as required.
- When responding to incidents, the Senior Officer shall be responsible for all activities and actions on the scene, unless relieved by the Fire Chief.

Minimum Qualifications and Requirements

- Post-secondary education in Emergency Services Management, Fire Administration, or relevant professional discipline.
- 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”
 - NFPA 1033 “Fire Investigator”
 - NFPA 921 “Guide for Fire and Explosion Investigator”
- 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.

Work Location: Fergus Fire Station (250 Queen St W, Fergus, ON N1M 1V6)

Hourly Wage: \$109,381 - \$123,038 (2026 Salary Range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **July 19, 2026, at 11:59 p.m.** Please quote job posting '2026-40' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

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. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).