

---

# CITY OF CHARLOTTETOWN

---

## DEPUTY FIRE CHIEF

**POSITION:** Deputy Fire Chief

**RESPONSIBLE TO:** Fire Chief

**NATURE OF WORK:** The Deputy Chief of the Charlottetown Fire Department is a highly responsible professional position responsible to assist the Fire Chief in the day-to-day operations of a combined career and volunteer Fire Department - this position is the second in command.

*Note:*

*This job description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.*

*Ensure that the confidentiality of City affairs is respected and practiced at all times.*

### ILLUSTRATIVE EXAMPLES OF WORK

- Planning, organizing, and coordinating activities of a modern and diversified composite fire and emergency service. The incumbent has considerable latitude in managing and operating fire suppression, fire prevention, fire inspection, fire investigation and emergency preparedness services, within the bounds of established policies and operating procedures.
- Work involves specialized, complex and often confidential operational and managerial duties, assisting the Fire Chief in both day-to-day and long-range activities, programs, budgets, and plans of the Fire Department.
- As a key member of the Fire Department management team, the Deputy Chief must work as a liaison between the Fire Chief, senior officers, career and volunteer members of the Department, as well as civilian staff, to ensure responsibilities are met, instructions acted upon, problems identified and addressed, and policy and procedures properly formulated and duly respected.
- The Deputy Chief must regularly and systematically evaluate the efficiency and effectiveness of Fire Department personnel and ensure that objectives are achieved.

- The Deputy Chief must, in conjunction with the Fire Chief, ensure the service reflects the changing needs of the community; develop and promote new skills and capabilities within the Fire Department; and formulate new approaches to the work load and responsibilities of the department.
- The Deputy Chief will provide co-ordination and supervision of the activities of the volunteer members of the Department ensuring they are effectively deployed, equitably equipped and properly trained.
- The Deputy Chief shall be responsible for the every day operation and positioning of work schedules and training programs for career and volunteer personnel, including scheduling and supervision of leaves of absence.
- The Deputy Chief will also aid the Fire Chief in the preparation of departmental proposals for collective bargaining and may participate in negotiations.
- Provide direct supervision of Department personnel in carrying out all associated management functions including staffing responsibilities, performance appraisals, disciplinary measures, monitoring and coordinating effective attendance management programs, etc.
- Represents Fire Department management on an as required basis at meetings such as: City Council; City Management Team; Labour-Management Team; Health & Safety Committees; Emergency Measures Committees; Metro Emergency Response Assoc. and Mutual Aid Groups etc.
- Assumes a leadership role in liaising with citizens and outside agencies, in planning for the emergency preparedness needs of the community.
- The Deputy Chief, when assigned by the Fire Chief or in his/her absence will act as the Department Head.
- The Deputy Chief is subject to call out for major fires and emergency incidents.
- The Deputy Chief shall be responsible for identifying and implementing new training initiatives, as well shall be tasked with furthering the development of the Departmental training schedule.
- The Deputy Chief will be required to periodically attend after hour and weekend meetings and or events.

## **KNOWLEDGE AND ABILITIES:**

- Thorough knowledge of fire service administration and the principles, practices and techniques of the Fire Department's operations, an extensive working knowledge of fire suppression, fire inspection, prevention and investigation techniques.
- Proven ability to assume responsibility, manage, and direct emergency operations.
- The ability to work calmly and effectively in a stressful environment and to exercise good judgment, particularly in emergency situations.
- The ability to plan, organize and direct personnel, apparatus and equipment efficiently and effectively.
- Proven managerial leadership skill reflected in sound administrative abilities, attention to detail, sound conceptual thinking and an ability to work and achieve results in conjunction with others.
- Ability to analyze a wide variety of fire and emergency services related issues and to assign and direct staff to address those issues.
- Knowledge of City Bylaws, Provincial Fire Regulations, National Fire Codes and related statutes, as well as, an appreciation for potential legal liability.
- A knowledge of labour-management relations, including contract and grievance administration, performance management and collective bargaining.
- Ability to compose concise, intelligent reports and submissions.
- Ability to promote and maintain safety procedures throughout the Fire Department and to ensure all safety policies are adhered to.
- A high level of energy and enthusiasm for work, ability to be pro-active and innovative and show problem solving capabilities.
- A willingness to recognize the worthy efforts and successes of others and skill in offering constructive feedback.
- Knowledge of the location of streets, water supplies, fire hazard risks in the City of Charlottetown would be an asset.
- Ability to work effectively with others in understanding the needs of the public, volunteer, employees and outside agencies and communicating the goals and objectives of the Fire Department and the City.

- Demonstrated character that reflects ethical and professional standards in one's day to day behavior as well as a dedication to providing a quality fire and emergency services for the City of Charlottetown.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- A Grade 12 high school diploma;
- Successful completion of a Certified Fire Service Administration Program;
- Minimum fifteen (15) years of fire service experience with considerable knowledge and field experience in fire suppression, prevention, inspection and investigation;
- Computer skills with a good working knowledge of Microsoft Word®, Microsoft Office Outlook® and fire service management software programs.
- Comprehensive knowledge and extensive experience with the use of the National Fire Protection Association's Codes and Standards.
- A valid PEI drivers license.
- Excellent communication skills
- Experience in coordinating events.
- Prior experience working in a composite Fire Department would be an asset.

Salary assigned: Band E – Management/Non-Union Salary Scale

Apply in confidence with detailed resume by **12:00 Noon, Local Time, Monday, December 7, 2009**. Applications may be e-mailed, faxed, or delivered in a sealed envelope clearly marked “Application for **Deputy Fire Chief**” and submitted to:

**Human Resources Manager**  
**City of Charlottetown**  
**P.O. Box 98, City Hall (2<sup>nd</sup> Floor)**  
**Charlottetown PE C1A 7K2**  
**Facsimile: (902) 566-4701**  
**Email: [HR@city.charlottetown.pe.ca](mailto:HR@city.charlottetown.pe.ca)**

The City of Charlottetown is an Equal Opportunity Employer.