



The Corporation of the Town of Lakeshore

has 2 Career Opportunities for Assistant Deputy Fire Chief - 2 positions

The Town of Lakeshore is a beautiful Municipality situated in southern Ontario along Lake St. Clair. The Town has a population of over 35,000 and is one of the fastest growing municipalities in Ontario. The Town Lakeshore enjoys a temperate climate year round with more than 200 growing days. Lakeshore's affordable lakefront community enjoys over 35 km of waterfront, low taxes, a high quality of life and abundant recreational opportunities with the new multi-use recreation centre, the Atlas Tube Centre including pools, 3 ice pads, gyms, and much more. The Town of Lakeshore has 5 fire stations through which our dedicated volunteer firefighters help protect the community.

The Town of Lakeshore has employment opportunities for two Assistant Deputy Fire Chiefs. Reporting to the Deputy Fire Chief, the Assistant Deputy Fire Chiefs are responsible for incident command and a combination of the emergency planning, operational support, training, public education and fire prevention.

Qualifications and Experience:

- Degree or diploma in a related discipline or equivalent combination of education and work experience
- NFPA 1001 Level 2 Firefighter or equivalent
- NFPA 1021 Fire Officer Level 2 or equivalent
- NFPA 1041 Fire Service Instructor Level 1 & 2 or equivalent
- NFPA 1521 Incident Safety Officer or equivalent
- Minimum of 5 years as a fulltime firefighter or equivalent
- 3 years as an officer with incident command experience
- Experience in development and presentation of fire or emergency services training
- Experience in fire code inspections and code enforcement
- Experience in developing public education fire prevention programs
- Experience in fleet and emergency equipment maintenance requirements and procurement processes
- Must obtain and maintain a valid DZ Ontario license or able to acquire within probationary period
- Experience in emergency management planning is an asset
- A record of continuous fire service and leadership education is an asset
- Project management experience is an asset
- Experience in collection and analysis of data is an asset
- NFPA 1031 Fire Inspector Level 2 or equivalent is an asset

Knowledge:

- Computer experience in Microsoft Office/ Excel/ Word/ Power Point
- Demonstrated high level of knowledge and application of effective verbal and written communication skills with proven report writing skills

- Working knowledge of the Incident Command System, Fire Protection and Prevention Act, Building Code, and one or more of: Occupational Health & Safety Act, Emergency Management and Civil Protection Act, MTO Commercial Vehicle Inspection requirements and NFPA Standards as they apply to emergency vehicles, Fire Code interpretation and application, and, Fleet management principles.
- Strong problem solving and decision making skills
- Financial management and budgeting
- Ability to establish and maintain effective working relations with members of council, private and public officials, subordinates, co-workers, the general public, and motivate full time and volunteer firefighting staff

Major Responsibilities:

- Assisting with the management of Fire Service operations in the Town including administration, leadership and discipline in accordance with the FPPA
- Acts for the Fire Chief during the Chief and Deputy Chief's absence
- Assists with the organization and planning of resources to ensure effective fire protection coverage for the Town.
- Reports to and becomes part of the incident command system at major incidents where necessary
- Responsible for a combination of: fire prevention, fire inspection/code enforcement, fire service training and public education initiatives, and, supervision of fire inspection services assistance and technical advice to senior fire administration on matters related to fleet, equipment, facilities, emergency management and emergency response
- Prepares and maintains administrative and operational reports, records, statistics and correspondence
- Assists with administration of the municipal Emergency Response Plan and may be assigned as the acting CEMC
- The ADC will be registered as an Assistant to the Fire Marshall through the delegated authorities of the Fire Chief under the Fire Protection and Prevention Act.

Decision Making and Judgement:

- Work is performed under the direction of senior fire administration to the standards set by council policy and provincial and federal legislation.
- Supervising effective emergency response when on-call and performing incident command
- Independent supervision and direction of staff is required when assigning firefighters non-emergency duties

Human Resources:

- Supervises fire inspector(s) and volunteer firefighting staff
- May act as the Alternate CEMC

Financial Management:

- Assists with the preparation of Fire Department operational and capital budgets and monitors expenditures

Interpersonal Skills:

Strong inter-personal skills to assist in leading the Fire Department and act as a fire management representative to the general public.

Internal - With senior fire administration, volunteer firefighting staff and other town administration

External - Liaise with the Fire Marshall's Office, provincial ministries, contracted service providers, other emergency service providers and the general public

Working Conditions:

The Assistant Deputy Chief must be able to assist with advancing hose lines, lift department equipment, climb ladders, ditches, stairs and uneven ground surfaces, kneel to assist with fire origin and cause investigations, climb into fire vehicles and any other potential physical task an emergency scene may require.

Environment:

- Works within an office environment
- Regularly attends fire emergency scene with occasional exposure to physical and environmental hazards, poor weather conditions
- Works in highly emotional and dangerous situations that can affect mental wellness
- Occasional exposure to emotionally distressed persons and situations that can impact mental wellness
- Some travel may be required

Control over Work Schedule:

- Normal working hours - 35 hrs per week
- Part of rotation for on call emergency response and monitor after hour emergency call radio communications
- Attend fire department meetings outside normal working hours as required
- Work is subject to deadlines and may require overtime to handle the workload

Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than 3:00 pm on Monday, September 30, 2019 clearly indicating Assistant Deputy Fire Chief in the subject line. The salary is \$75,115 to \$87,869 annually (2019 rates) with competitive benefits and pension

Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.