

## **ASSISTANT DEPUTY FIRE CHIEF**

OROMOCTO FIRE DEPARTMENT

**Salary \$90,504. - \$113,130.**

**CLOSING DATE: February 20<sup>th</sup>, 2024 at 4:30 pm Atlantic Time**

### **YOUR OPPORTUNITY**

The Assistant Deputy Chief works as a member of the Management Team of the Department. Duties of this position include monitoring department budgets, preparing budgets for upcoming years, short and long range planning, purchasing equipment and supplies, supervising subordinate staff in emergency and non-emergency duties, performing the duties of a superior ranking officer in their absence, monitoring the performance of subordinate staff and making recommendations for corrective actions as required, perform data administration duties for the Department's records management systems, perform standby duties as the Senior On-call Officer, perform a senior operational and planning duties on activation of the Town's Disaster Plan, Fire Prevention activities and training of paid and volunteer members of the Department. This role requires a high level of professionalism, trust and ability to multi-task while working on-site at the fire station.

### **WHY OROMOCTO**

Oromocto is located within the Capital Region of New Brunswick and is home to the Canadian Forces Base Gagetown, one of the largest military training centres in the Commonwealth. Over 25,000 consumers live within a 10 km radius. The Town of Oromocto provides all the advantages of a well-serviced urban centre yet prides itself on having small-town ambiance. Its multitude of trails, parks, and rivers is an outdoor enthusiast's dream and contributes to the overall quality of life. Oromocto is just minutes from the international airport, 15 minutes from Fredericton and an hour from the City of Saint John. We are a vital community with outstanding municipal services, a reliable labour force and an exciting quality of life.

### **WHAT WE OFFER**

- 1.25 days/month of vacation
- 1.50 days/month of sick credits
- Defined Benefit Pension Plan
- Comprehensive benefits package or Benefit Allowance
- Opportunities for professional development and training
- Employee and Family Assistance Program (EFAP) and services

### DUTIES & RESPONSIBILITIES

- Respond to incidents as a Chief Officer and establish or work within a Command structure using skills acquired through ICS, Blue Card Command and other command and emergency response training
- 7/24 rotational on-call as Chief Officer is required
- Supervise both career and volunteer staff in emergency and non-emergency situations including coaching, mentoring, and discipline
- Follow accepted strategic decision-making processes, Department policies and SOG's to lead the Department's response to emergency situations
- Assist with or perform fire investigations to determine fire origin, cause and circumstances surrounding fires occurring within the Department's response area following recognized processes such as NFPA 921. Liaise other agencies and stakeholders regarding the investigation process recognizing the differing interests. Document findings through written cause and origin reports, photographs, and sketches
- Use verbal and written communication skills to allow for information to be relayed to a varied audience in emergency and non-emergency situations.
- Schedule and perform fire inspections of various occupancies in accordance with the Fire Prevention Act throughout the response area
- Issue Fire Marshal Orders to correct deficiencies found
- Maintain accurate records of inspections conducted and deficiencies found and status relating to correction of the deficiencies
- Have the technical and operational skills and experience to operate Department equipment and apparatus under emergency situations
- Develop and implement training activities for personnel within the Department and other staff members with the Town of Oromocto as required
- As a Local Assistant to the Fire Marshal develop and maintain the Department's Fire Prevention activities
- Maintain and update property and inspection records using the Department's record management software
- Prepare information for submission to the Crown Prosecutor for laying of charges for non-compliance
- Develop and coordinate a public education strategy to enhance fire safety awareness for residents of varying ages and business owners and staff
- Conducts workplace investigations following complaints or incidents as assigned.
- Participation in committees, project meetings, planning groups to represent the Department at a management level
- Assist with or develop ongoing equipment/apparatus maintenance or certification testing

- Other duties as required

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent with supplemental Fire Service Administration/ Fire Officer training preferred
- Gold Seal Firefighter I/II and Fire Service Instructor I
- Certified Medical First Responder
- Demonstrated ability to lead a team in emergency and non-emergency situations
- Experience working in an Officer role
- Ability to interpret and implement the NB Occupational Health & Safety Act and WorkSafe NB regulations
- Demonstrated time management, organizational, problem solving and decision-making abilities
- Excellent written and verbal communication skills including conflict resolution
- Experience working in unionized environments
- Valid Class 3E Driver's License
- Proficient in MS Office (Word, Excel and PowerPoint, Teams)
- Satisfactory criminal record check, vulnerable sector check and driver's abstract

#### **Preferred but not required:**

- Fire Investigator, Fire Inspector, Public Safety Educator, Fire Officer 1
- Knowledge of volunteer fire fighter recruitment, training, development and recognition
- Additional training in water and boat rescue, ice, off road/remote, confined space and high angle rescue
- Experience working in a leadership role in a composite fire department

#### **Hours**

This is a permanent full-time position Monday – Friday with hours required outside of the standard work week, emergency callout and a requirement to perform duties as the “On-call Chief Officer” on a rotational basis.

In accordance with **Town Policy #4-85 Level 1A** - Employees filling Level 1A positions, where recall to the workplace, or response in a timely manner is critical to the provision of service are required to maintain a permanent residence within the Town Limits. Salary is commensurate with the Salary Administration Policy for Non-Unionized Employees.

**APPLYING FOR THIS POSITION**

Your resume must clearly demonstrate how you meet the requirements of the position. Please include any educational Degrees, Diplomas and/or Certificates and copy of drivers licence that are relevant and required for this position.

Applicants can forward a completed [Application for Employment Form](#), résumé, cover letter, and a portfolio of their work that they feel demonstrates their abilities relative to this position. Submissions can be sent in confidence to:

Town of Oromocto, Human Resources

[bhatt@oromocto.ca](mailto:bhatt@oromocto.ca)

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Thank you for your interest, however only those candidates selected for interview will be contacted.