

# **JOB DESCRIPTION**

## **Deputy Fire Chief**

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<b>Position Title:</b>	Deputy Fire Chief
<b>Department:</b>	Public Safety
<b>Division:</b>	Fire Department
<b>Reports To:</b>	Director of Public Safety/Fire Chief
<b>Salary Range:</b>	\$111,224 - \$130,854 plus benefits
<b>Revised Date:</b>	April 24, 2024
<b>Position Number:</b>	2025-PFD-001
<b>Interacts With:</b>	Managers, Staff, Council, Volunteers and General Public

### **GENERAL SUMMARY**

- With an emphasis on safe work practices, provides guidance, support, coaching, mentoring, and ethical leadership to all employees while supporting and reinforcing the City of Portage la Prairie's vision, mission, policies, programs, and guidelines.
- Responsible for initiating and leading recruitment, utilizing effective performance management strategies, employee development, and implementing succession planning activities for the area of influence.
- Understands and consistently applies legal requirements, operational regulations, policies, procedures, programs, and bylaws. Identifies and recommends amendments where appropriate for the area of influence, ensuring opportunities for continuous improvement efforts are identified, discussed, and reviewed regularly.
- In conjunction with the Fire Chief, responsible for preparing, implementing, and managing the annual operating and capital budgets.
- Acts as a contributing member of the City's leadership team, ensuring the ongoing, appropriate, coordinated efforts between departments to deliver exemplary service to the community at large. Allocates resources to fill gaps where necessary.
- Leads and fosters the ongoing flow of active communication within and across departments. Encourages and models engagement in the process of sharing appropriate, accurate, timely, and transparent communication with employees and stakeholders (both internal and external) in support of the City's activities.
- Assists annually and as required, with the establishment, review, and modification of the City's Emergency Plan.

### **HEALTH AND SAFETY**

- Ensures the effective application of the Occupational Health and Safety program requirements in all areas of responsibility, including the completion of regular safety audits, and participates as a member of the Committee.
- Responsible for the overall safety of the City's Fire Department.
- Oversee the equipment and facility maintenance program.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Assists in, and/or undertakes, the development, coordination and implementation of Fire Department training, policies and procedures, performs fire inspections, fire pre-plans, and fire prevention events.
- Develop and promote fire prevention and public education programs.
- Coordinate daily work assignments and departmental operations.
- Prepares training reports and records.
- Participate in recruitment, training, evaluation, and discipline of staff, in line with personnel policies and collective agreements.
- Participates in and attends on-duty and off-duty department functions and events as directed by the Fire Chief.
- Attend evening or weekend meetings or community events when required.
- Responds to emergencies and natural disasters in accordance with the City's Emergency Management Plan.
- Provide on-call coverage and respond to emergency incidents as needed.
- Provides recommendations on policies/procedures and programs to the Fire Chief, on matters affecting the Fire Department, and implements those that are approved.
- Support the creation and implementation of departmental policies, procedures, and programs.
- Enforces municipal by-laws through attendance on site, positively engaging with the public, delivering notices, as well as preparing correspondence, file notes and reports.
- Lead fire inspection services, including internal city inspections and any contracted external programs.
- Enforce compliance with the Fire Code, particularly for new developments, Residential Care, and Child Care facilities.
- Develops communication messages to the public, as requested.
- Provide support for Bylaw Enforcement and the Community Safety Officer (CSO) program in the Fire chief's absence.

### **EDUCATION AND EXPERIENCE**

- High School Diploma, GED, or Mature Student Diploma.
- Minimum of five (5) years of operational fire and rescue experience, plus five (5) years in a supervisory or leadership role within municipal fire services (preferably unionized).
- The following certifications are considered strong assets:
  - NFPA 1001 Level II – Firefighter
  - NFPA 472 (Awareness & Operations)
  - NFPA 1002 – Driver/Operator
  - NFPA 1041 – Fire Service Instructor
  - NFPA 1521 – Incident Safety Officer
  - NFPA 1031 – Fire Inspector
  - NFPA 1033 – Fire Investigator
  - ICS 200 Certification
- Proficiency in Microsoft Office (Word, Excel, Outlook).

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### **OTHER REQUIREMENTS**

- Residency is recommended within the City of Portage la Prairie or its Fire Protection Area.
- Clear Criminal Record Check (including vulnerable sector).
- Legally entitled to work in Canada.
- Valid Class 4 Driver's License with Air Brake Endorsement and an acceptable driving abstract.

### **WORKING CONDITIONS**

- Acts in the absence of the Fire Chief to provide daily operational and administrative coverage.
- As the Deputy Fire Chief, the incumbent is required to be reachable via cell phone and able to respond within 2 hours. Suitable coverage is to be otherwise arranged and approved by the Fire Chief.
- Physical agility, such as lifting, bending, and standing for the duration of the shift.

### **DISCLAIMER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Related duties, responsibilities and activities may be assigned at any time with or without notice.

### **SIGNATURES**

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Incumbent

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Department Head

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City Manager

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Date