

## **DEPUTY FIRE CHIEF – TRAINING AND SUPPORT SERVICES**

### **THE OPPORTUNITY**

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We have an exciting opportunity for a Deputy Fire Chief – Training & Support Services to join the Town of Olds, Alberta. This is a newly created position and will manage and supervise the training, prevention, and membership division of the department. This position is also responsible for providing emergency response, ensuring the operational readiness of the fire service, and to work alongside, and as necessary, providing supervision to the paid-on call members. The Deputy Fire Chief – Training and Support Services will report into the Director of Protective Services (Fire Chief) and work with the current Deputy Fire Chief – Operations.

### **THE ORGANIZATION**

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The Town of Olds is a vibrant community 59 km south of Red Deer and 90 km north of Calgary. Olds is home to 9,184 residents who feel they have the best of both worlds with a small town feel and big city amenities. Olds is the hub of Mountain View County with a drawing population of more than 45,000 with a thriving retail and business sector. It is positioned close to 4 beautiful lakes, the mountains, has an excellent hospital, college and schools and recreational facilities.

To learn more about the Town of Olds, visit their website at: <https://www.olds.ca/>.

### **KEY DUTIES AND RESPONSIBILITIES**

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- Manage and supervise firefighters through the application of National Fire Protection Association standards, Olds Fire Department Standard Operating Guidelines, Town of Olds policies and procedures, and other applicable standards.
- Assist the Fire Chief with establishing goals, objectives, financial and personnel requirements and performance indicators related to training, prevention, and emergency management division functions along with monitoring the achievement of results.
- Coordinate and oversees annual member recruitment, recruit training, and cadet program.
- Provide verbal and written communications, coaching, consultation, mentoring and performance monitoring to ensure staff performance.
- Manage and directly supervise the Firefighter/Fire Prevention Officer and inspection program maintaining compliance with the Quality Management Plan of the Town of Olds.
- Manage, supervise, and administer the Town of Olds Emergency Management program to maintain compliance with the Alberta Emergency Management Agency requirements.
- Perform duties of Director of Emergency Management when required.

- Manage, supervise, and administer the Town of Olds Emergency Management program to maintain compliance with the Alberta Emergency Management Agency requirements.
- Assist the Fire Chief in managing, capital, and operating budgets (including budget preparation).
- Administrate the training/training grounds, fire prevention and education, emergency management budgets, and collaborates on member related items.
- Supervise, manage, maintain, and administer the Health and Safety Program including Biz Trainer in collaboration with the Health and Safety Committee.
- Work collectively with Human Resources on accident/incident investigation reports and provide to Health & Safety committee.
- Coordinate all Town of Olds departments requirements for maintaining COR Certification.
- Work in compliance with the OHS regulations and all related department policies and procedures.
- Acts as Safety Coordinator for the Town of Olds Health and Safety Program.
- Performs other duties as required.

## QUALIFICATIONS

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- Minimum 10 years in Fire Services with at least 3 years in a managerial or an officer role.
- Experience as a past or current member of a Paid-On Call Fire Department would be an asset.
- Experience in a training/mentorship role.
- Extensive experience “on scene” in a variety of diverse types of emergency situations.
- Experience in Health & Safety training and administration would be an asset.
- Bachelor’s degree in business, Public Administration or a related field OR post-secondary education in Fire Services or Emergency Management are an asset.
- National Fire Protection Association (NFPA) 1001 Level II.
- NFPA 1021 Level I.
- NFPA 472 Operations level.
- NFPA 1041 Level I, Level II would be considered an asset.
- Incident Command System (ICS) 300 – 400 would be considered an asset.
- Alberta Emergency Management Agency Director of Emergency Management.
- Alberta Safety Codes Council Fire Group B-2 and C-2 will be required within one year of employment.
- Standard First Aid CPR/AED “C”, Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) or Advanced Care Paramedic (ACP) designation would be an asset.
- Valid Alberta Class 3 with Q (Air) Endorsement Driver’s License, Class 4 would be an asset.
- Intermediate computer skills with above average working knowledge of the Microsoft Office Suite, experience with Fire Record Management would be an asset.
- Technical knowledge of the internal and external operations of fire and emergency services.
- Highly effective communications skills with a strong ability to listen and present information to

various groups, sometimes in highly stressful situations.

- Write and speak in clear professional dialect to effectively communicate with stakeholders.
- Strong interpersonal skills in dealing with staff, peers, the public, and council under all types of conditions.
- Ability to recognize changing priorities and approach these changing situations with common sense and sound judgment.
- Pragmatic decision maker always keeps the overall vision and values of organization at the forefront for decision making.
- Strong desire for continuous learning.

**FOR MORE INFORMATION, PLEASE CONTACT**

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### Town of Olds Job Description

<b>JOB TITLE: Deputy Fire Chief- Training and Support Services</b>		
<b>DEPARTMENT: Protective Services</b>		<b>JOB REPORTS TO: Fire Chief</b>
<b>FUNCTION/PURPOSE:</b> The Deputy Fire Chief- Training and Support Services is responsible for providing management and supervising of the training, prevention, and membership division of the department. This position is also responsible for providing emergency response, ensuring the operational readiness of the fire service, and to work alongside, and as necessary, providing supervision to the paid-on call members.		
#	KEY RESPONSIBILITIES	(% time)
1.	<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Development, management, implementation, and administration of all the Fire Department training programs.</li> <li>• Set annual and multi-year training calendar.</li> <li>• Design, coordinate, and monitor lesson plan development and delivery of weekly training nights.</li> <li>• Assign and monitor work of instructors assigned to training.</li> <li>• Meet regularly with all Officers and stakeholders to assist in developing and maintaining a progressive and efficient training program.</li> <li>• Monitors and evaluates on-going training programs to ensure they are current, meet legislated and department requirements and addresses department training objectives.</li> <li>• Identify firefighter training deficiencies and collaborate to develop and implement training plans.</li> <li>• Participate in training, performance management, and records management, maintaining all necessary documentation relating to training and prevention divisions.</li> <li>• Collaborate with the Protective Services Coordinator on training records management.</li> <li>• Maintain course materials and test scores.</li> <li>• Monitor certification status of all personnel.</li> <li>• Manage annual renewals of personal and department certifications.</li> <li>• Responsible for the operations and maintenance of the departments training props and training grounds.</li> <li>• Attend, participate, and oversee the delivery of weekly scheduled training when on scheduled standby rotational shift.</li> <li>• Participate in weekend training as required.</li> <li>• Collaborate with other town departments on training, special projects, and community events (fireworks, outdoor rinks, parades, festivals).</li> </ul> <p><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>• Make recommendations to Fire Chief regarding training priorities and course offerings.</li> <li>• Enhancements to Fire Training grounds and relate equipment.</li> </ul> <p><b>Decisions</b></p> <ul style="list-style-type: none"> <li>• Olds Fire Department membership course enrollment and participation.</li> </ul>	30%

2.	<p><b>Membership &amp; Support Services</b></p> <ul style="list-style-type: none"> <li>• Manage and supervise firefighters through the application of National Fire Protection Association standards, Olds Fire Department Standard Operating Guidelines, Town of Olds policies and procedures, other applicable standards.</li> <li>• Assist the Fire Chief with establishing goals, objectives, financial and personnel requirements and performance indicators related to training, prevention, and emergency management division functions along with monitoring the achievement of results.</li> <li>• Coordinate and oversees annual member recruitment, recruit training, and cadet program.</li> <li>• Provide verbal and written communications, coaching, consultation, mentoring and performance monitoring to ensure staff performance.</li> <li>• Manage and directly supervise the Firefighter/Fire Prevention Officer and inspection program maintaining compliance with the Quality Management Plan of the Town of Olds.</li> </ul>	30%
3.	<p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Manage, supervise, and administer the Town of Olds Emergency Management program to maintain compliance with the Alberta Emergency Management Agency requirements.</li> <li>• Perform duties of Director of Emergency Management when required.</li> <li>• Responsible for organization and coordination with all relevant partners to host an emergency management tabletop exercise that involved the simulated activation of the Emergency Operations Center at least once every two years.</li> </ul>	5%
4.	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Supervise, manage, maintain, and administer the Health and Safety Program including Biz Trainer in collaboration with the Health and Safety Committee.</li> <li>• Work collectively with Human Resources on accident/incident investigation reports and provide to Health &amp; Safety committee.</li> <li>• Coordinate all Town of Olds departments requirements for maintaining COR Certification.</li> <li>• Work in compliance with the OHS regulations and all related department policies and procedures.</li> <li>• Acts as Safety Coordinator for the Town of Olds Health and Safety Program.</li> </ul>	5%
5.	<p><b>Incident Response</b></p> <ul style="list-style-type: none"> <li>• Share in operational response to emergency and non-emergency incidents in a senior leadership role; utilize the incident command system to direct activities and communications in fire or emergency situations; takes action to mitigate hazards; makes decisions affecting life and property on a rotational and on-call schedule.</li> <li>• Assume roll of Incident Commander on initial response during scheduled daytime and standby rotational shifts.</li> <li>• Supervises the fire ground to ensure that the officers and firefighters operate in a manner consistent with established procedures and accepted firefighting methods.</li> </ul>	15%

	<ul style="list-style-type: none"> <li>Supervises and conducts preliminary fact-finding inspections and investigations, including evidence gathering and documentation.</li> <li>Determine damage estimates and investigates the potential causes of a fire after extinguished.</li> </ul>	
6.	<b>Leadership and Supervision</b> <ul style="list-style-type: none"> <li>Collaborates with Chief Officers on matters related to membership activities including but not limited to training, performance management, records management, apparatus and gear and incident command.</li> <li>Collaborates with the Chief Officers with directing, managing, and overseeing operations of the Fire Department including fire suppression, emergency medical services and related programs.</li> <li>Provide guidance to firefighters in both emergency and non-emergency situations as a Chief Officer.</li> <li>Take lead as appointed in the absence of the Fire Chief.</li> <li>Assist the Fire Chief with establishing goals, objectives, financial and personnel requirements and performance indicators related to the operational division function along with monitoring the achievement of results.</li> <li>Collaborates with the Chief Officers on developing programs and practices to improve operational and administrative excellence.</li> <li>Perform other related duties as assigned by the Fire Chief.</li> </ul>	5%
7.	<b>Communication</b> <ul style="list-style-type: none"> <li>Maintain a high level of proficiency with verbal and written communication styles.</li> <li>Establish and maintains effective working relationships with departmental personnel, community stakeholders, and public.</li> <li>Complete reports/presentations for accurate records management for municipal reporting.</li> </ul>	5%
8.	<b>Budget Recommendations</b> <ul style="list-style-type: none"> <li>Assist the Fire Chief in managing, capital, and operating budgets (including budget preparation).</li> <li>Administrate the training/training grounds, fire prevention and education, emergency management budgets, and collaborates on member related items.</li> </ul>	5%

**QUALIFICATIONS, KNOWLEDGE, SKILL & ABILITY REQUIREMENTS:**

**Education:**

- Bachelor's degree in business, Public Administration or a related field OR post-secondary education in Fire Services or Emergency Management are an asset
- National Fire Protection Association (NFPA) 1001 Level II
- NFPA 1021 Level I
- NFPA 472 Operations level
- NFPA 1041 Level I, Level II would be considered an asset.

- Incident Command System (ICS) 300 – 400 would be considered an asset
- Alberta Emergency Management Agency Director of Emergency Management
- Alberta Safety Codes Council Fire Group B-2 and C-2 will be required within one year of employment
- Standard First Aid CPR/AED “C”, Emergency Medical Responder (EMR), Primary Care Paramedic (PCP) or Advanced Care Paramedic (ACP) designation would be an asset

**Experience:**

- Minimum 10 years in Fire Services with at least 3 years in a managerial or an officer role
- Experience as a past or current member of a Paid-On Call Fire Department would be an asset
- Experience in a training/mentorship role
- Proven ability to supervise staff and produce effective results
- Extensive experience “on scene” in a variety of diverse types of emergency situations
- Experience in Health & Safety training and administration would be an asset.

**Competencies:**

- Valid Alberta Class 3 with Q (Air) Endorsement Driver’s License, Class 4 would be an asset
- Intermediate computer skills with above average working knowledge of the Microsoft Office Suite, experience with Fire Record Management would be an asset.
- Technical knowledge of the internal and external operations of fire and emergency services.
- Highly effective communications skills with a strong ability to listen and present information to various groups, sometimes in highly stressful situations.
- Write and speaks in clear professional dialect to effectively communicate with stakeholders.
- Strong interpersonal skills in dealing with staff, peers, the public, and council under all types of conditions.
- Ability to lead effectively in stressful situations.
- Collaborative leadership style in relation to the operation of the Olds Fire Department.
- Ability to recognize changing priorities and approaching these changing situations with common sense and sound judgment.
- Pragmatic decision maker always keeping the overall vision and values of organization at the forefront for decision making.
- Strong desire for continuous learning.

**DIRECTLY REPORTING TO THIS JOB ARE:** 1 FTE Firefighter/Fire Prevention Officer, and approximately 50 Paid on Call Firefighters. Contracted Health and Safety and Fire Inspector.

**NOC 2021:** 40041

**WORKING CONDITIONS:**

- Principal residence must be located within the geographical boundaries of the Municipality (Town of Olds)
  - Exposure to staff, public and media criticism
  - Potential stress from responding to incidents.
  - Rotational standby shifts are required for responding to incidents.
- Identified job hazards:** Responding to fire in industrial, commercial, residential, and rural setting, responding to accident scenes and medical emergencies. Other hazards as outlined on the Hazard Identification & Assessment Worksheet in the Town COR Element & Documentation binder for the Fire Hall.