



Oromocto Fire Department Job Posting - Assistant Deputy Fire Chief

The Town of Oromocto Fire Department is seeking an **Assistant Deputy Fire Chief** to join their team. Working as an essential part of the Management Team, this position provides leadership and support to the Department including supervising staff in emergency and non-emergency situations, performing standby duties as the Senior On-call Officer and Superior Ranking Officer in their absence, performing senior operational and planning duties, Fire Prevention activities and training of career and volunteer members of the Department.

This dynamic role requires a high level of professionalism, teamwork, trust and leadership capabilities.

QUALIFICATIONS /SKILLS:

Required:

- High school diploma or equivalent with supplemental Fire Service Administration/ Fire Officer training preferred
- Current firefighter certification of the Level 1 and 2 - NFPA 1001
- Certified Fire Instructor Level 1 – NFPA 1041
- Certified Medical First Responder
- Demonstrated ability to lead a team in emergency and non-emergency situations
- Experience working in a Fire 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
- Demonstrated conflict resolution skills
- Experience working in unionized environments
- Valid Class 3E Driver's License
- Proficient in MS Office (Word, Excel and PowerPoint)
- Satisfactory criminal record check, vulnerable sector check and driver's abstract are conditions of employment

Preferred but not required:

- Fire Investigator (NFPA1033), Fire Inspector (NFPA1031), Fire and Life Safety Educator (NFPA1035), Fire Officer Level 1(NFPA 1021)
- 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

RESPONSIBILITIES:

- Act as incident commander at emergency scenes
- Lead and supervise career and volunteer firefighters in emergency and non-emergency situations including coaching, mentoring, and disciplining
- Act as Acting Deputy Chief or Fire Chief as required to fill short term or unexpected absences
- 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
- As a community and municipal leader, engage in and support other Town activities and priorities
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively in support of the Fire staff, Town of Oromocto and the community at large
- 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
- Issue Fire Marshal Orders to correct deficiencies found
- Assist with Department budget activities including monitoring and preparing budgets
- 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
- 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

- Participation in committees, project meetings, planning groups to represent the Department at a management level

SALARY/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 1** - Employees filling Level 1 positions are required to maintain a permanent residence which is not further than five kilometers travelling distance from the Town Limits.

Salary is commensurate with the Salary Administration Policy for Non-Unionized Employees.

Those interested are to send a resume, cover letter and completed Town application (available on the Town website) no later than 4PM on Wednesday October 28, 2020 to Noemie.thibodeau@oromocto.ca.