REGIONAL DEPUTY FIRE CHIEF
MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Protective Services
LOCATION: DeBolt, Alberta
SALARY: $120,000 - $145,000
STATUS: Accepting applications until a suitable candidate is found

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce, and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks, and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Regional Fire Chief, this position based out of DeBolt is one of three Regional Deputy Fire Chief's. Each Regional Deputy Fire Chief is responsible for the administration in their assigned station, as well as delegated regional responsibilities. This position will provide support to both the DeBolt and Valleyview Fire Districts. The Regional Deputy Fire Chief will ensure the delivery of fire protection that meets Greenview's established levels of service, including fire rescue response, fire prevention and community education, firefighting and medical training, fire inspections and investigations, and providing assistance with emergency and disaster preparedness throughout the Municipal District.

- Supervising fire response crews during emergency incidents
- Supervising activities includes but is not limited to staffing, training, performance reviews, daily report assessment, coaching/monitoring tasks and disciplining.
- Provides advice and information to the Regional Fire Chief on matters relating to fire rescue activities, training, equipment acquisition, and disaster and emergency services.
- Coordinates emergency or disaster preparedness training courses, including the preparation of plans that outline operating procedures to be used in response to disasters or emergencies.
- Maintains an active interest in federal, provincial and local legislation, regulations and codes affecting emergency plans and ensures compliance.
- Assists in the development and implementation of fire prevention programs for the public, schools, businesses, volunteer groups, including preparation of public information materials relating to safety and fire prevention.
- Completes fire inspections and investigations as required.

- Assists in the development and implementation of plans, programs, standard operation guidelines and policies for the Fire Stations, in collaborations with the Regional Fire Chief and fire station personnel.
- Manages policies and procedures for the efficient operation of the Fire Stations and Emergency Services.
- Provides input for annual and long-range operational and capital budgets for the Fire Stations and Emergency Services in accordance with approved guidelines.
- Maintains an inventory tracking system of fire equipment and supplies with complete testing criteria and critical response dates for equipment upgrades.
- Prepares reports, recommendations and Requests for Decision (RFD) to the Regional Fire Chief, as requested.
- Provides information for the operational maintenance of fire and enforcement equipment and buildings.
- When required enforces applicable provincial legislation, Forest and Prairie Protection Act and municipal Fire Bylaws and regulations. Acts in the capacity of Fire Guardian.
- Co-operates and works with the volunteers and municipal department heads in matters concerning fire safety, training and emergency response.
- When assigned, develop mutual aid agreements in association with surrounding municipalities, industry and the provincial government.
- Responds, when required, to emergency incidents throughout the municipality
- Participates in fire services on-call program to ensure proper supervisor coverage.
- Performs other related duties as may be required by the Regional Fire Chief.

MINOR

- Manages and ensures maintenance of the Rural Fire Pump programs in the assigned district.
- Assists in the development of regional fire services, standard operating guidelines.
- Reports any health and safety and building deficiencies relating to Protective Services.
- Participates in community meetings as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Post-secondary education in Fire, Emergency Management or a combination of equivalent education and experience.
- A minimum of 5 years' experience in Fire Service or Emergency Management including supervisory experience.
- Knowledge of relevant federal, provincial and municipal legislation, policies and programs.
- Knowledge of fire inspections and investigations.
- Certification as an Alberta Safety Codes Officer in the fire discipline, or the willingness and ability to acquire certification

- The following certifications are considered assets for applicants: Alberta Safety Codes Officer, Level B2, C2; NFPA 1033 – Investigation and Inspection, Level 1; NFPA 1001 – Firefighter, Level 2; NFPA 1041 – Fire Service Instructor, Level 1; NFPA 1051 – Wildland Firefighter; NFPA 472 – HAZMAT, Technician level.
- Valid Class 3 Operator's License preferred.

SKILLS REQUIRED:

- Excellent verbal and written communication skills.
- Basic accounting skills and familiarity with finance and budget processes.
- Excellent observation, problem-solving and decision-making skills.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Ability to work effectively with emergency personnel, community and business leaders.
- Must maintain confidentiality.
- Excellent organizational and time management skills.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.
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WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Minimal physical effort; occasional light lifting.
- Required to attend and investigate emergency response sites with unsettling images and content.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal work week consists of 37.5 hours; however the responsibilities of this position require some work to occasionally be performed during evenings and on weekends.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with the Municipal District policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

HOW TO APPLY:

Interested candidates may submit cover letter (stating the position you are applying for) in one of the following ways:

E-mail: careers@mdgreenview.ab.ca (please quote the position in the subject line)

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.