

DEPUTY FIRE CHIEF – TRAINING & DEVELOPMENT MUNICIPAL DISTRICT OF GREENVIEW

DEPARTMENT: Protective Services

LOCATION: DeBolt, AB or Valleyview, AB

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 Chief of Fire and Protective Services, the Deputy Fire Chief - Training and Development provides senior leadership to Greenview Fire-Rescue Services and is responsible for the strategic development and administration of service-wide training, competency management, leadership development, operational standards, organizational performance, and continuous improvement initiatives.

The position provides administrative leadership for the East District, including Station 31 (DeBolt) and 34 (Valleyview), while serving as the lead for Organizational Development and Training across Greenview Fire-Rescue Services.

SUPERVISORY RESPONSIBILITIES:

- Fire Officers and firefighters assigned to Stations 31 and 34.
- Other assigned personnel as required.
- Supervisory activities include leadership, performance management, coaching and mentoring, training oversight, work prioritization, and organizational development,

MAJOR:

- Provide administrative and strategic oversight for Station 31 - DeBolt and Station 34 - Valleyview.
- Lead the service-wide Organizational Development and Training portfolio.
- Develop, administer, and evaluate the annual regional training plan and associated training budget.
- Establish and maintain minimum training and competency standards for operational positions.



- Ensure mandatory training, certification, qualification, and competency requirements are identified, monitored, documented, and maintained.
- Oversee recruit firefighter development, officer development, instructor development, and leadership training programs.
- Develop and maintain competency-based evaluation and annual skills assessment programs.
- Provide quality assurance of regional training programs, lesson plans, instructional materials, practical evaluations, and testing processes.
- Oversee regional training, certification, qualification, and competency records.
- Develop and maintain regional operational programs, including Standard Operating Guidelines (SOGs), and organizational best practices.
- Develop leadership pathways and succession planning strategies for Station Officers and future Chief Officers, including mentoring of those interested in leadership roles.
- Lead organizational change initiatives and strategic projects as assigned by the Regional Fire Chief.
- Develop performance measures and make recommendations to improve organizational effectiveness, operational readiness, and service delivery.
- Assist with departmental operating and capital budget development.
- Participate in recruitment, promotional processes, employee performance evaluations, and personnel development.
- Develop and maintain effective working relationships with municipal departments, emergency service partners, mutual aid agencies, provincial organizations, training providers, and other external stakeholders.
- Coordinate and participate in regional exercises and multi-agency training initiatives.
- Participate in the Duty Chief rotation and provide senior command at emergency incidents.
- Serve as Incident Commander or senior command officer as required.
- Support the municipality's Emergency Management program and participate in emergency operations when required.
- Act for the Regional Fire Chief when designated.

MINOR:

- Represent Greenview Fire-Rescue Services at meetings, committees, working groups, training functions, and community events as required.
- Liaise with provincial certification and accreditation organizations and participate on relevant regional or provincial committees as assigned.
- Prepare reports, recommendations, presentations, and briefing materials for the Regional Fire Chief and municipal administration.
- Participate in corporate and departmental strategic planning initiatives.
- Support accreditation, quality management, organizational resilience, and continuous improvement initiatives.
- Other duties required by the Regional Fire Chief.



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, professionalism, timeliness, and accuracy.
- Post-secondary education in Business Administration, Emergency Management, Fire Service Leadership, Public Administration, or a related discipline are considered assets.
- Demonstrated progressively responsible fire service experience, including demonstrated experience in a leadership, supervisory, or officer capacity.
- Experience leading and administering a fire service training program, including annual training planning, budgeting, recruit development, instructor coordination, competency evaluation, and quality assurance is considered an asset.
- NFPA 1001 Firefighter Level II certification.
- NFPA 1041 Level 2 Fire Service Instructor certification
- NFPA 1021 Fire Officer certification is considered an asset
- Incident Command System (ICS) 300 certification; advanced ICS training is considered an asset.
- Knowledge of Alberta fire service certification and accreditation processes and applicable Occupational Health and Safety requirements.
- Alberta Safety Codes Officer Certification is considered an asset.
- Emergency Management training and experience are considered assets.
- Possess a valid Alberta Class 3 Driver's License with Q Endorsement.

SKILLS REQUIRED:

- Excellent verbal and written communication skills.
- Strong executive leadership, supervisory, and interpersonal skills.
- Demonstrated ability to lead, develop, coach, and mentor personnel.
- Excellent organizational, analytical, problem-solving, and decision-making abilities.
- Demonstrated ability to lead organizational change and continuous improvement initiatives.
- Strong strategic planning, program management, and project management abilities.
- Ability to develop and administer training programs, budgets, standards, and organizational initiatives.
- Ability to establish and maintain effective working relationships with employees, Management, municipal departments, Council, partner agencies, provincial organizations, and the public.
- Ability to effectively facilitate training, meetings, exercises, and organizational initiatives.
- Ability to exercise sound judgement and maintain confidentiality.
- Ability to work independently with minimal supervision while functioning effectively as part of a senior leadership team.



WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer, telephone, and electronic communication systems.
- Regular travel between Greenview fire stations, municipal facilities, training locations, and emergency scenes.
- Use and operation of municipal vehicles.
- Normal work week consists of 37.5 hours; however, the position may be required to work outside normal business hours, including evenings, weekends, and statutory holidays.
- Participation in an after-hours Duty Chief rotation is required.
- May be required to respond to emergency incidents for extended periods and work in adverse weather and environmental conditions.
- May be exposed to emergency scenes involving fire, hazardous materials, motor vehicle collisions, serious injuries, fatalities, and other potentially distressing situations.
- Subject to working in outdoor environments including heat, cold, dry, dusty, wet, smoky, or otherwise adverse conditions.
- Physical ability to carry out the operational and administrative duties of the position.

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.

