



Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

The Deputy Fire Chief supports the Fire Chief in providing effective leadership, coordination, and management of the West Lincoln Volunteer Fire Department's operations and programs. This includes assisting with strategic planning, overseeing daily operations, and ensuring the effective delivery of emergency response services. The Deputy Fire Chief directs and supports firefighting personnel as required, responds to emergency incidents, and assumes command in the absence of the Fire Chief. A key responsibility is the development and delivery of the department's training program, working collaboratively with Station Officers to maintain a high standard of readiness and service among all volunteer firefighters. The Deputy Fire Chief also assists in ensuring compliance with all applicable fire safety legislation, regulations, standards, and municipal policies. This role contributes to performance management, continuous improvement, and operational effectiveness across the department, under the direction of the Fire Chief. All policy matters are referred to the Fire Chief for review and approval.



Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<p>Administration</p> <ul style="list-style-type: none"> • To assist the Fire Chief with the operations of the West Lincoln Fire Department. • To respond to fire calls and to assume responsibility on site in absence of the Fire Chief. • To manage the Division of Fire Prevention to ensure the development of the Fire Department's fire prevention programs and that the minimum standards are maintained. • To manage and oversee the operations of the Division of Firefighting. • To supervise the Division of Apparatus and Equipment to ensure that preventative maintenance is organized and carried out for all fire department apparatus and equipment. • To supervise the Division of Training to ensure adequate training and skill development and participate in weekly training sessions. • To liaison with police and ambulance services as necessary. • To provide input to the Fire Chief in preparation of the department's annual and long range operational and capital budgets. 	50%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • To assist with the development of appropriate policies and procedures for the department in accordance with guidelines as established by the Ministry of the Solicitor General. • To attend Health and Safety, Management Committee, and Development Coordination meetings on behalf of the Fire Chief when requested. • Attend Regional Fire Chiefs Meeting in absence of the Chief. • Attend Regional Arson Task Force committee meetings. • Assist the Fire Chief is assessing and recommending staffing levels for the department including appointments, promotions, demotions, and dismissal of staff. • Assist the Fire Chief as requested, with special projects and Corporate initiatives not specifically related to Fire Department responsibilities. • Insures appropriate training and skill development for volunteer staff in accordance with Ontario Provincial Government guidelines. • Insures adequate maintenance, repair and replacement of all Fire Department equipment, trucks and buildings. • Enforce and interpret all Fire Department related by-laws of the Township of West Lincoln, Ontario Fire Code, Ontario Fire Marshals Act, Ontario Building Code, and various Provincial and Federal Acts, Regulations and Codes. • Assess development plans for all occupancies for compliance with relevant codes and standards by liaising with the Chief Building Official, architects and engineers. • In conjunction with the CBO, oversees interactions with developers, architects, engineers and building owners to ensure compliance with the provisions of applicable acts and regulations in order to meet adequate fire safety in new and existing buildings. • Directs the implementation of fire prevention programs for training and education for all Fire Department staff. Plans and directs the implementation of public education programs on fire prevention and life safety. • Ensures the highest standards of confidentiality and integrity at all times. Deals with personal information about all department employees related illness, injury, return to work, rates of pay and performance assessments, as well as confidential inquiries from the police and other sources regarding causes of fires, fire investigation and inspection results and information related to arson charges. • Hold regular team meetings and encourage team building. • Attends call as part of regular work day and serves as Senior Officer on-call 	
<p>Policies/Programs/Service Delivery</p> <ul style="list-style-type: none"> • Manages and promotes public relations, public education and media relations programs and activities focusing on public safety in an effective manner. 	30%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> • Maintains all files in accordance with the file classification system and records retentions policies. • Attending and directing operations at emergencies is required on an on-call basis. • Manages fire prevention programs and activities so that fire inspections and life safety studies meet the requirements of relevant legislation, codes and standards; fire risk analyses are completed and compliant with building and life safety legislation. • Assists with the development, maintenance, coordination and implementation of the Corporation's Emergency Management Program to ensure compliance with emergency management legislation. • Performs all other duties and activities as assigned by the Fire Chief. • Develop a plan for the new training requirements. 	
<p>Financial Management</p> <ul style="list-style-type: none"> • Responsible under the direction of the Fire Chief to oversee the maintenance, operation and replacement of department facilities, equipment and vehicles. • Responsible under the direction of the Fire Chief to effectively manage department's approved operating and capital budgets • Responsible under the direction of the Fire Chief to prepare and administer annual departmental capital and operating budgets and processes revenues and expenditures in accordance with the Corporate policies • Assists in the preparation of long-term capital expenditure estimates in accordance with approved Council policies • Assists in the preparation of specifications for the purchase of vehicles, apparatus and equipment 	5%
<p>Human Resource Management/Organizational Effectiveness</p> <ul style="list-style-type: none"> • Ensures professional development in their respective areas, as deemed appropriate in accordance with approved budget allocations. • Performs leadership, administrative and supervisory functions including assisting in recruitment, training, hiring, promotion, performance, discipline, performance evaluations and termination of all Fire Services volunteers subject to all Township policies and procedures, Provincial and Federal laws and in consultation with the Chief Administrative Officer where appropriate. • Ensures that all staff are trained in new operating procedures, safety and legislative requirements and that all certifications and training courses are current. • Ensures the appropriate monitoring and evaluation of the performance of all departmental employees. 	10%

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Establishes and maintains a working environment which promotes positive morale and teamwork. 	

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence (Description of types of decision making and independence)

- List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.**
 - decisions regarding type of equipment required, weigh options, compare specifications and pricing
 - decisions on effectiveness of programs (training, fire prevention, etc.), examine possible changes, discuss with stakeholders, research options
 - emergency response- options for mitigating emergency situation—offensive/defensive strategies, tactics, etc.
- List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.**
 - issues with procurement of equipment, particularly high cost items
 - Human Resource issues, including discipline, hiring and promotions
 - changes to Standard Operating Guidelines, policies etc.



Required Training

*Attends training, workshops and seminars where appropriate and as required

Training in Fire Prevention, Emergency Management, Human Resources, Incident Command, Software



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- High School Diploma
- NFPA 1021 Fire Officer II

Experience

- Five years of progressive experience as Fire Officer

Knowledge/Skill/Ability

- Able to work in Team environment
- Knowledge of local area, knowledge of SOG's, Policies, Procedures
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook) with strong overall computer literacy and the ability to learn and navigate municipal software systems and digital tools effectively.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Successful completion of Ontario Fire College Company Officer, Fire Protection Technology Diploma, NFPA 1031 Fire Prevention Officer Diploma Program, NFPA 1021 Fire Officer Program or an equivalent combination of training and work-related experience.
- Successful completion of a post-secondary degree in a related discipline, and formal training/education in Administration and/or Management is a definite asset.
- Emergency Preparedness training and/or education preferred.

Experience

- Minimum of seven (7) years progressive fire service experience, including at least five (5) years of experience as an officer in the fire service.

Knowledge/Skill/Ability

- Sound knowledge of the Fire Protection and Prevention Act, the Ontario Fire and Building Codes, the Occupational Health and Safety Act, Emergency Management and Civil Protection Act and other relevant legislation.
- Sound knowledge and experience with Fire Prevention and Public Education.
- Sound knowledge and experience with Incident Command and Fire Ground Operations.

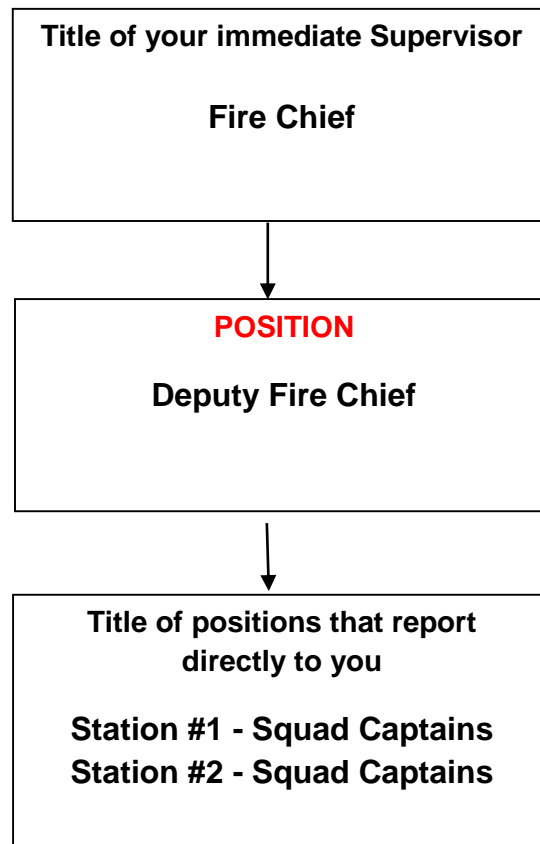


Position Classification (Where this position fits)

Position Title: Deputy Fire Chief	Division: Fire and Emergency Services
Department: Fire and Emergency Services	Classification:
Work Location: Station 1 Fire Hall	Reports to (Direct): Fire Chief
Position(s) Supervised Directly: Captains	Position(s) Supervised Indirectly: Volunteer Firefighters, Lieutenants
Effective Date: May 2020	Revision Date: May 2025
Salary Range: \$43.29 – \$53.08 per hour	Hours per Week: 40

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Created: May 2020
Revised: May 2025