



Deputy Fire Chief / Training Officer

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

The Deputy Fire Chief/Training Officer is responsible for assisting the Fire Chief with organizing, administering, and directing the overall operation of the Fire Department including the development, implementation and evaluation of a comprehensive training program that meets the department requirements &/or standards related to the services performed by the Fire Department. This position is also responsible for exercising the duties and authorities of the Fire Chief and CEMC in the absence of the Fire Chief or as directed.

Duties & Responsibilities, but not limited to:

- Develops and implements training programs, manuals, lesson plans, guide sheets and a departmental annual training calendar for all members to ensure fire department personnel are achieving and maintaining performance levels as established
- Coordinates the delivery of fire service-related training programs such as but not limited to recruit training, officer development, emergency patient care, vehicle driver/operator training, auto extrication, technical rescue training such as ice/water rescue, trench rescue, rope rescue, confined space and hazmat and fire suppression so that the continuity of training is maintain, and fire service training goals and objectives are attained
- Evaluates ongoing training programs and meets regularly with all officers and stakeholders to assist in developing and maintaining a progressive and efficient training program. Monitors and evaluates on-going training programs to ensure they are current, meet legislated and department requirements and addresses department training objectives
- Ensures training records are complete and retained accordingly
- Oversees the performance management program of fire personnel and conducts performance reviews of District/Station Chiefs
- Collaborates with District/Station Chiefs on department skilled resources for purpose of succession planning and development
- Responsible for recruitment efforts. Coordinates information sessions, develops recruitment packages, facilitates interviewing, testing and selection process. Manages new recruits training and onboarding
- Coordinates department participation in area-wide disaster response exercises and joint training with multiple agencies both within and outside of the Township
- Develops a standard format for post-incident analysis and ensures training, and health and safety deficiencies are addressed, and conducts post-incident reviews

- Assists Fire Chief in administration duties such as policy and budget development and administration, creation and implementation of personnel policies and operational procedures
- Responds to emergencies, serving as active member of IMS team, as assigned by Incident Commander. The position will generally serve as the Incident Safety Officer but may be assigned to other IC Command Staff positions, &/or required to actively, physically participate in fire suppression to effectively control the emergency and prevent further damage
- Assists with evaluating residential and commercial development projects as to their impacts upon &/or the municipal capacity to deliver fire and emergency services
- Approves volunteers' department records for payroll. Serves as backup to Fire Administrative Assistant for compiling records for submission to payroll
- Serves on the Emergency Management Program Committee to ensure the Township's Emergency Response Plan and EOC are maintained, and Emergency Control Group members are trained to their responsibilities

Qualifications, Skills, Knowledge, Abilities:

- Minimum 7 years of firefighting experience with a minimum of 4 years supervisory experience in fire services
- Diploma in Adult Learning, Public Safety Administration, &/or Fire & Safety Studies or equivalent an asset
- Knowledge of all applicable legislative/regulatory standards, budget formulation, local government functions/responsibilities, health and safety and staff relations principles and practices
- Thorough knowledge of the OHSA, and working knowledge of health and safety as it pertains to fire services
- Thorough knowledge of all aspects of fire prevention, fire inspection, fire department management, and all related legislation including FF&PA, Emergency Management & Civil Protection Act acquired through training and certification from Ontario Fire College, &/or progressive NFPA training courses and certifications
- Certified to:
 - NFPA 1001 Firefighter Levels I & II (Pro Board, IFSAC or OFMEM equivalency)
 - NFPA 1072 Hazardous Materials Awareness & Operations (Pro Board, IFSAC or OFMEM equivalency)
 - NFPA 1002 Pump Operations (Pro Board, IFSAC)
 - NFPA 1021 Fire Officer Level I (Pro Board, IFSAC or OFMEM equivalency), Level II preferred
 - NFPA 1041 Fire Instructor Level I (Pro Board, IFSAC or OFMEM equivalency)
 - NFPA 1521 Incident Safety Officer is preferred (Pro Board, IFSAC or OFMEM equivalency)
 - NFPA 1031 Fire Inspector I an asset
 - NFPA 1035 Public Information Officer an asset
 - NFPA 1006 Technical Rescue an asset
 - Blue Card Incident Command Training is preferred
 - Red Cross BLS or equivalency
 - Ontario IMS Level 200 – BEM and willing to acquire EM Level 300 – CEMC
 - JHSC Part 1 & 2 an asset
- Extensive knowledge in the preparation of lesson plans, demonstrations, lectures, guide sheets, and use of training aids and manuals
- Proficiency in MS Office, training platforms including Learning Management Systems, virtual simulation

- Subject matter expert in specialized training areas such as but not limited to ice/water rescue, rope rescue, trench rescue, confined space rescue, emergency medical rescue, advanced extrication, hazardous materials release response
- Knowledge of applicable standards for developing and implementing training programs
- Extensive knowledge of modern firefighting, related emergency services and the operation and routine maintenance of apparatus and equipment
- Demonstrably aware of and able to implement NFPA 1403 Standard on Live Fire Training Evolutions and NFPA 1561 Standard on Emergency Services IMS and Command Safety
- Excellent collaborative skills, strong sense of public service, and a demonstrated ability to direct, manage, and lead fire services operations
- Strong coaching and mentoring skills, demonstrating support and positivity
- Sound judgment and excellent decision-making skills
- Innovative, inclusive and transparent leader; motivates, develops, empowers and engages others
- Superior public relations skills to deal courteously and effectively with all levels of staff, government, Council, local boards/commissions, community groups and organizations, general public and development community
- Well organized, flexible and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, monitors progress toward operational or strategic objectives
- Ability to effectively communicate with preparing accurate, concise and clear reports and instructing a variety of subjects to trainees at all levels
- Possess valid Class D Driver's Licence with Z endorsement, in satisfactory standing
- Availability to work a flexible schedule as hours of work varies with attending regular training/meetings and occasionally responding to after-hours emergency situations as required

Annual Salary Range: \$85,642 - \$107,047 (2024 rates). Based on a 40-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with "Deputy Fire Chief" in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.