



DEPUTY FIRE CHIEF CORPORATION OF THE CITY OF BELLEVILLE

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all. Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca.

Belleville Fire and Emergency Services provides fire prevention, public education and fire and life safety response to our residents. Fire Services consists of two career fire stations in the south area urban core serving approximately 30 square kilometers and three volunteer fire stations in the north and east rural area serving approximately 217 square kilometers.

Currently, the City of Belleville has an exciting opportunity for a highly motivated and dynamic individual to join the Fire & Emergency Services Department. The successful candidate will have a positive impact on our corporate culture by demonstrating the City's core values; Honesty, Integrity, Respect for Others, Compassion and Professionalism. Your reputation for high ethical standards and commitment to excellence, dedication and service set you apart.

YOUR OPPORTUNITY TO MAKE A DIFFERENCE:

Reporting directly to the Director of Fire and Emergency Services and Fire Chief, the **Deputy Fire Chief** is responsible for the overall management of community risk programs and strategic projects. The Deputy Fire Chief(s) are directly responsible for building maintenance, daily administration of the Fire Department and personnel. Areas of oversight shared between the Deputy Fire Chiefs include; emergency response, training, fleet, fire prevention, communications, emergency management and strategic projects. The position assists with the development and administration of capital and operating budgets and acts as Alternate Assistant Community Emergency Management Measures Coordinator (CEMC). The position performs the duties of Director of Fire and Emergency Services/Fire Chief as may be required from time to time.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Assist the Fire Chief in the development and implementation of fire department plans by setting goals, objectives and strategies, performance benchmarking, data management, consulting with stakeholders, developing action plans, reviewing and revising plans and monitoring and communicating status of fire department plan implementation so that department goals, objectives, strategies and timeframes for completion are established and progress towards completion can be assessed.
- Supervise the professional and volunteer firefighters including assisting in recruitment, training and performance management.
- Assist the Fire Chief in the development of capital and operating budgets by identifying and recommending priorities for operating requirements, determining costs and preparing justifications so that the proposed budgets are in accordance with Council direction and meet community needs.
- Assist the Fire Chief in administering capital and operating budgets by reviewing previous year's budgets, initiating payment and supervising capital initiatives, monitoring expenditures and investigating

variations so that the divisional operating and capital budgets are implemented in accordance with council's budget allocation.

- Maintain and administer the requirements for fleet maintenance by scheduling repairs, ordering parts and administering a preventive maintenance schedule.
- Maintain labour management relations by ensuring compliance with Collective Agreements through consistent interpretations, supporting the negotiation process, and providing advice and assistance to the Corporation's negotiator so the best interest of the municipality and the employees are taken into account and good labour management relations are promoted and effective.
- Ensure compliance with Occupational Health and Safety Legislation by ensuring employee safety awareness, training in safety matters and taking measures to ensure compliance so that employee safety is promoted, situations that contravene the Occupational Health and Safety Legislation are identified and corrective actions are taken to resolve health and safety concerns.
- Ensure Compliance with Legislated Codes and Municipal By-Laws by promoting and facilitating the application of codes, standards, regulations and by-laws, implementing policies and standard operating guidelines, providing training on legislation and regulations, ensuring the utilization of the Fire Fighters to conduct fire inspections and promoting the achievement of fire prevention goals and objectives so that fire department staff are aware of requirements and correctly enforce codes, standards, regulations and by-laws.
- Promote, facilitate and deliver Public and Media Relations by providing assistance, making presentations, participating in special activities, and projecting a professional image in order to enhance the public's perception of the Fire Department; keeping in mind the primary goal of educating the public in fire safety.
- Demonstrate commitment to personal and professional development so that they remain current with new legislation and regulations, personal development is valued and undertaken, department fire safety standards are met and professional competence is maintained.
- Act as the Alternate Assistant Community Emergency Management Coordinator (CEMC) for the Emergency Preparedness of the City by identifying and recommending priorities to the CEMC.
- On a rotating basis, act as on-call duty chief for after-hours emergencies and provide strategic advice to incident commanders and/or assume command at large scale incidents where necessary.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Required Qualifications

- Graduate of Ontario Fire College (or equivalent)
- Graduate of Officer programs from Ontario Fire College (NFPA 1021, Fire Officer 3 considered an asset)
- Valid Ontario Class 'G' Driver's License

Preferred Qualifications

- University Degree in Business/Public Administration or related field
- Fire prevention training
- Fire investigation training
- Formal incident command training
- Knowledge of applicable codes, acts, standards and legislation
- Good working knowledge of Microsoft office applications, Crisys or other computerized response programs

WORK EXPERIENCE:

Required Qualifications

- A minimum of eight (8) years' experience in the Fire Service with at least three (3) years at the Senior Officer Level
- Experience overseeing fire prevention programs and large scale emergency scenes
- Demonstrated leadership, communication, decision-making and public relations skills

WHAT YOU BRING TO THE ROLE:

- **Leadership:** Motivating and forward thinking with a proven ability to provide effective leadership using professionalism, integrity and accountability creating a strong team environment.
- **Critical Thinking:** Progress, diversity and efficiencies champion with the ability to make timely decisions. Analyze complex issues related to Fire and Emergency Services in order to develop sound conclusions, recommendations and courses of action.
- **Labour Relations:** Excellent skills in mediation and conflict resolution with a strong solutions and innovation focus. Maintain labour management relations by ensuring compliance with Collective Agreements so the best interest of the municipality and the employees are taken into account and good labour management relations are promoted and effective.
- **Relationship Management:** Building a positive rapport and relationships both internally and externally with effective human relations skills in dealing with employees, departments, municipal council and external officials and organizations.
- **Legislation:** Strong knowledge of fire service-related legislation such as the Ontario Fire Code, Fire Protection and Prevention Act and the Emergency Management and Civil Protection Act including a thorough understanding and competence in the interpretation and application of employment policies, regulations, acts and guidelines.
- **Interpersonal and Communication Skills:** Strong organizational, analytical, presentation and professional written communication skills. An effective communicator and collaborator building trust and camaraderie within the Fire service.

WHAT'S IN IT FOR YOU:

- Competitive salary and extended health benefits
- OMERS Pension Plan
- Potential to enter into a hybrid work arrangement following the probationary period to allow you to prioritize your well-being and to provide flexibility in your work
- Live, work, and play in the beautiful city of Belleville and experience all that it has to offer

Position Type: Permanent Full-Time

Closing Date: June 9, 2023 at 4:30 p.m.

Department: Fire and Emergency Services

File Number: SV23-75

Employee Group: Management and Administrative Group

How to Apply:

careers.belleville.ca

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time sensitive correspondence regarding recruitments via email, it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the job posting.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of

the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months, proof of full vaccination against COVID-19, and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.