



**SOUTH  
FRONTENAC**



## **Township of South Frontenac Job Description**

**Title:** Deputy Fire Chief  
**Department:** South Frontenac Fire & Rescue Services  
**Reports to:** Director of Emergency Services / Fire Chief

### **SUMMARY**

The Deputy Fire Chief assists the Fire Chief in all aspects of department operations including the safe and effective provision and support of all department fire suppression, training programs, fleet and equipment maintenance, emergency response and occupational health and safety. In addition, the Deputy Fire Chief oversees all department operations in the absence of the Fire Chief.

### **DUTIES AND RESPONSIBILITIES**

#### **Operations**

- In the absence of the Fire Chief, assumes overall responsibilities of the department
- Assists the Fire Chief with the overall organization, coordination and operational direction of the department
- Assists the Fire Chief with developing and monitoring departmental policies and Standard Operating Procedures that guide and direct the activities within the department and ensures full compliance with legislative and regulatory requirements
- Assists in purchasing equipment, requisitioning supplies and maintaining inventory records
- Assists the Fire Chief in development of annual operational and capital budgets
- Assists in the review of fire safety plans
- Oversees and ensures that all Fire Department members operate in compliance with operational policies and procedures and legislation including the Occupational Health and Safety Act, Section 21 Guidance Notes, Highway Traffic Act and other legislation as required
- Ensures adherence to the maintenance schedules for all Fire Department vehicles, equipment, and stations, advising the Fire Chief of any repairs necessary, and

[www.southfrontenac.net](http://www.southfrontenac.net)

*South Frontenac is a welcoming and thriving rural community*

overseeing that approved repairs are successfully completed and reported back to the Fire Chief

- Maintains current, comprehensive knowledge of modern firefighting, as well as municipal fire administration, by attending professional development sessions as required
- Carries out duties and responsibilities of a Safety Officer at emergency and other incidents until/unless relieved by a senior Officer
- Collaborates with Human Resources on recruitment efforts such as: coordinating information sessions, developing recruitment packages, facilitating interviews, coordinating the testing and selection process and managing the new recruit training and onboarding process
- Other duties as may be assigned by the Fire Chief

### **Training**

- Develops an annual training curriculum, establishes job performance requirements, learning objectives, activities and methods for training material of routine scheduled training sessions of suppression personnel in accordance with approved NFPA standards, legislative requirements, and Section 21 Guidance Notes as per the requirements of the Fire Chief
- Develops and schedule the coordinated delivery of training material for distribution to all department Officers
- Monitors and evaluates the impact of training to ensure training meets standards, and continues to be effective, efficient and progressive
- Maintains accurate training records on all fire department members in a secure manner and monitors training attendance
- Ensures maintenance of the training equipment / apparatus, training structures, and training grounds where training is conducted
- Oversees all audio-visual equipment, teaching aids, and demonstration devices generally employed in training programs
- Liaises with the Ontario Fire College (OFC) to ensure program delivery of applicable learning contracts as per the Office of the Fire Marshall
- Accountable for the health, safety and well-being of self and others, responsible and accountable to know and work in accordance with Standard Operating Procedures, Health and Safety policies, and relevant legislation. Must work in a way that will not endanger oneself, fellow employees or the public
- Develops short, medium and long-term planning of department training requirements and make recommendations into the budgeting process

### **WORKING CONDITIONS**

- General office working conditions
- Works outside regular office hours, responds after hours as required on an occasional basis

- Some work must be carried out in inclement weather
- Required on occasion to enter a hazardous environment
- Performs activities that may create a high degree of stress, require dealing with irate or demanding persons and meeting challenging deadlines, which may require assistance from law enforcement to complete tasks
- Operates large vehicles in emergency situations

## **QUALIFICATIONS**

- Successful completion and certification to NFPA 1021 Fire Officer Level II
- Successful completion and certification to NFPA 1041 Fire Instructor Level I, Level II considered an asset
- Successful completion and certification to NFPA 1521 Incident Safety Officer
- Successful completion and certification to various other NFPA standards in specialized operations such as: Hazardous Materials, Technical Rescue and Emergency Medical Response
- Valid MTO Class DZ Ontario Driver's License, clean driving abstract and a current satisfactory Criminal Record Check and Vulnerable Sector Screening
- Current Standard First Aid/CPR BLS Certification
- Minimum of ten (10) years experience in fire and rescue services including at least five (5) years experience as an Officer
- Diploma in fire service management, business, public administration or related field would be an asset (acceptable equivalent combination of education and experience may be considered).
- Understands and ensures compliance with the Occupational Health and Safety Act and its Regulations, Fire Protection and Prevention Act, Forest Fire Prevention Act, Ontario Building Code, Ontario Fire Code, Highway Traffic Act, NFPA, and applicable Municipal policies and procedures and by-laws
- Excellent interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials and the public
- Demonstrated advanced computer skills with Microsoft Office Applications, Fire Pro, and virtual meeting platforms
- Ability to work independently and possess excellent problem-solving abilities
- Maintains the necessary skills and level of physical fitness to engage directly in emergency response, as and when necessary.
- Thorough knowledge of the operation and maintenance of all apparatus and equipment, including knowledge of hydraulics and the water supply system throughout the Municipality.

## **OTHER**

- This is a Full-time non-union position based on a 40-hour work week; flexibility throughout the year will be required
- Must be prepared to be "on call" and available to work to handle emergencies or meet deadlines

- Compensation is in accordance with the Salary Schedule and non-union employment policies adopted by Council and amended from time to time
- Benefits are in accordance with Township policies
- A 12-month probationary period is required

**APPROVED**



---

Louise Fragnito,  
Chief Administrative Officer



---

Delbert Blakney,  
Director of Emergency Services / Fire Chief

**DATE APPROVED:**      December 18, 2024