

Selwyn Township Job Description

Position: Deputy Fire Chief	Page: 1 of 4
Reports To: Fire Chief	Date: July 2026
This Job Description is: ____ New ____ Existing <u>x</u> Revised	

Job Summary:

Supervises the operation of the Fire Department to ensure the effective and efficient operation of the department, as assigned, and enforces legislation such as the Ontario Fire Code, the Fire Protection and Prevention Act, and other applicable standards.

Duties and Responsibilities:

1. Responds to emergency incidents and supervises the emergency scene to ensure that the Officers and Firefighters operate in a manner consistent with established standard operating guidelines, the Occupational Health and Safety Act and accepted emergency management methods. Responsible to take charge on scene as required. In the absence of the Fire Chief, acts as the Fire Chief, in accordance with the Department Operating Guidelines and Policies and Procedures.
2. Performs duties of an assistant to the Fire Marshal as prescribed by the Fire Protection & Prevention Act, and follows the Fire Marshal's directives in carrying out the Act. Performs as Chief Fire Official in accordance with Ontario Fire Code.
3. Ensures that information is accurately communicated up and down the chain of command.
4. Recommends to the Fire Chief any changes in departmental Operational Guidelines, policy, procedures or methods necessary to maintain or increase the efficiency and effectiveness of the Department.
5. Assists with the preparation of the operational and capital budgets for the Fire Department.
6. Reviews legislation and relevant standards and /or regulations so that changes and new information that affect the fire department are identified and training programs and lesson plans are developed/updated to reflect the changes.
7. Responsible for the development and maintenance of a progressive and efficient training program. Meets regularly with the Fire Chief, Training Coordinator and Officers to ensure all departmental training meets legislative requirements and industry best practices. Attends and participates in training sessions as required under the Fire Department Training Policy.

Township of Selwyn Job Description	
Position: Deputy Fire Chief	Page: 2 of 4

Duties and Responsibilities: (Cont'd)

8. Develops and maintains an officer development / mentorship program, providing opportunity for professional development for all ranks within the department.
9. Oversees any maintenance and/or repairs necessary to maintain the vehicles, equipment and Halls and informs the Fire Chief of any maintenance or repairs that may affect the normal operations of the department. Ensures there is adequate station and equipment repair supplies for the day to day operations of the Department and ensure all supplies are stored and labelled in accordance with legislated regulations.
10. Develops specifications and prepares tender documents for the procurement of new apparatus and equipment. In conjunction with the Fire Chief, develops and maintains the Fire Department's Apparatus and Equipment Replacement Schedule.
11. Keep apprised of any condition that may alter or modify their response to an alarm, ie. Streets, hydrants, static water sources and other features of their assigned response zone and ensure that this information is communicated to the firefighters.
12. Assist in reviewing and provide comment on site plans, rezoning, subdivision agreements and new buildings if requested or deemed appropriate.
13. Participates in the fire safety inspection program ensuring that properties meet an acceptable degree of life safety.
14. Meets regularly with the Fire Chief and Officers to assist in developing and maintaining a progressive and efficient fire prevention and public education program.
15. Produces and maintains any forms, records, reports and correspondence as required.
16. Attends meetings as required. Represents the municipality at various functions or circumstances as required.
17. Maintains discipline within the ranks of the Department. Maintains regular communication by conducting regular meetings with the Officers as directed by the Fire Chief.
18. As required, participates in the interview process for department recruitments.
19. Demonstrates a commitment to personal and professional development to remain current with new legislation, standards, techniques and procedures, personal development is enhanced, departmental fire safety standards are met and professional competency is maintained.

Township of Selwyn Job Description	
Position: Deputy Fire Chief	Page: 3 of 4

Duties and Responsibilities: (Cont'd)

20. Liaise with neighbouring municipalities to enhance communication and make best use of regional resources.
21. Respond to inquiries from and/or liaise with the general public, residents, property owners, community, school and business groups, internal divisions or departments, media, elected officials and other government agencies including the Ontario Fire Marshal's office and neighboring municipalities.
22. Responsible to adhere to the Occupational Health and Safety Act and the Municipal Health and Safety Policy and to ensure that firefighters under his/her supervision adhere to the same.
23. Ensures the confidentiality of all information in accordance with the Municipal Freedom of Information and Protection of Privacy Act and any other applicable legislation.
24. Performs other duties and carries out special projects as assigned.

Supervision:

This position requires the incumbent to supervise and direct the work of all personnel assigned to the Fire Department.

Contacts:

Internal: With the Fire Chief, and co-workers for the purpose of obtaining and sharing information to complete work assignments.

External: With various Municipal/Provincial/Federal agencies to provide and obtain information.

Participate in the public relations programs by speaking to groups and organizations about fire prevention, emergency preparedness and safety awareness initiatives.

With the general public to provide and gather information, ensuring polite and tactful relations.

Working Conditions:

Exposed to hazards, extreme heat and inclement weather.

The incumbent will be required to work unusual hours in order to handle emergencies outside of normal working hours.

Township of Selwyn Job Description	
Position: Deputy Fire Chief	Page: 4 of 4

Regularly required to attend meetings and events outside of normal office hours.

Job Knowledge:

Degree or diploma in a discipline such as Administration, Management or Business is preferred or acceptable combination of education, training and experience.

Requires or must be able to attain a minimum NFPA 1001 Firefighter I and II, NFPA 1021 Fire Officer I, II and III, NFPA 1031 Fire Inspector I, NFPA 1033 Fire Investigator, NFPA 1035-1 Public Educator, and NFPA 1041 Fire Instructor I & II.

Minimum of five (5) years' related experience in a supervisory role within a fire service and has demonstrated competent leadership and management skills.

Requires certification in CPR, defibrillation, first aid and oxygen therapy.

Good knowledge of modern firefighting rescue and fire prevention principles.

Proven ability to supervise firefighters, maintain discipline, have sound judgement and be resourceful.

Strong research and analytical skills (e.g. ability to conduct rigorous research, summarize findings, and present recommendations).

Good knowledge of the NFPA, CSA, ULC and other standards as they apply to apparatus, equipment and procedures of the Fire Department.

Good knowledge of the Municipality and surrounding areas protected by agreements and of the Department's apparatus and equipment.

Good knowledge of the Occupational Health and Safety Act, the Fire Prevention and Protection Act , Municipal and Department Policies and Procedures and Operating Guidelines.

Requires a valid Class "D" License with "Z" endorsement.

Key Competencies:

- Customer Focus
- Decision Making
- Interpersonal Skills
- Integrity/Honesty
- Job Knowledge
- Leadership