



JOB POSTING:

Department: North Glengarry Fire Department
Position: Deputy Fire Chief
Salary: Level 9 - \$44.37 to \$52.17 (7-step range)
30 hours per week
Job Term: Permanent
Posting Status: Open Competition
Closing Date: August 28th, 2026

PURPOSE OF THE POSITION:

Reporting to the Fire Chief, the Deputy Fire Chief provides senior operational, administrative and leadership support for the North Glengarry Fire Department. This position supports the effective delivery of fire suppression, rescue, emergency medical response, training, fire prevention, public education and emergency management services across the Township's three-station volunteer fire service. The Deputy Fire Chief acts as the Fire Chief's designate when assigned or in the Fire Chief's absence.

DISTINGUISHING FEATURES OF THE RANK:

The rank of Deputy Fire Chief holds the responsibility of coordinating and directing the activities of firefighting staff and units as required. The Deputy Fire Chief is also responsible for fire department training and will work in conjunction with the Fire Chief and District Chiefs to maintain maximum service potential of all volunteer firefighters. The Deputy Chief will also assist in maintaining discipline throughout the fire department's rank and file. The above work is performed under the direction of the Fire Chief and all policy matters are referred directly to the Fire Chief.

DUTIES AND RESPONSIBILITIES:

- Responds to emergencies and may assume command of the scene following North Glengarry Fire Department Incident Command Protocol.
- Discharges the duties and responsibilities of the Incident Commander at major emergency scenes and other incidents as required.

- Supervises the emergency scene to ensure that all officers and firefighters operate in a manner consistent within the established procedures and accepted firefighting practices.
- Assists in determining the origin and cause of fires in conjunction with Officers and/or allied agencies.
- Ensures that sufficient volunteer firefighters are available, trained and prepared to respond to and carry out fire department duties.
- Works with Training Officers to ensure training programs are available and assists in the development and implementation of these programs where applicable.
- Maintains an effective working relationship within the department.
- Maximizes service potential of all volunteer firefighters through continuous team leadership, participation and demonstration
- Ensures all members operate in compliance with the Occupational Health and Safety Act, Section 21 Guidance Notes, Highway Traffic Act, and other legislation as required
- Capable of performing firefighting duties at emergency incidents as required

MANAGEMENT DUTIES:

- Advises the Fire Chief of any changes in procedures or methods necessary to maintain or increase staff efficiency
- Meets regularly with the Fire Chief and District Chiefs to assist in developing and maintaining a progressive and efficient training program for staff
- Oversees and supervises the implementation of fire training programs ensuring compliance with legislation and statutory regulations
- Assists in the recruitment process and makes recommendations concerning the selection of recruit firefighters
- Responds to inquiries from and/or liaises 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 neighbouring municipalities
- Respond to evening and/or weekend emergencies and special events as assigned.
- Participates in the Emergency Management planning meetings and exercises
- Attends station training sessions and post-emergency evaluations
- Assists in the preparation of the operating and capital budgets in accordance with the North Glengarry Township policies and procedures
- Assists and prepares tender specifications for the purchase of apparatus and equipment

- Prepares, conducts and evaluates staff performance and regularly conducts staff performance reviews for those under his/her direct supervision
- Prepares reports and correspondence as required or requested by the Fire Chief
- May attend Senior Management team meetings in the absence of the Fire Chief
- May attend North Glengarry Township Council meetings in the absence of the Fire Chief
- May attend conferences, seminars and fire chief meetings as requested by the Fire Chief
- Ensures all firefighting equipment, facilities, and apparatus are maintained in good repair and fit for duty
- Requisitions supplies and maintains inventory records
- Undertakes special projects and performs other duties as assigned

POSITION QUALIFICATIONS:

- NFPA 1001 Firefighter I and II certification or recognized equivalent/OFM Letter of Compliance.
- NFPA 1021 Fire Officer II certification, at minimum.
- NFPA 1041 Fire Instructor II certification, at minimum.
- Minimum seven (7) years of progressively responsible fire service experience, including at least three (3) years in an officer or supervisory capacity.
- Current First Aid and CPR certification.
- Valid Ontario Class DZ driver's licence in good standing and an acceptable driver's abstract.
- Demonstrated leadership experience in emergency operations, training, personnel management, budgeting, projects and organizational change.
- Strong knowledge of applicable Ontario fire service legislation, regulations, standards and occupational health and safety requirements.
- Knowledge of Incident Management System, records management processes, and Microsoft Office software suite
- Strong communication skills (written and verbal) and the ability to develop departmental plans, budgets and training plans.

PREFERRED QUALIFICATIONS AND ASSETS

- Experience in a composite or volunteer/paid-on-call municipal fire service.
- Fire Officer III or IV, Incident Safety Officer, Fire Inspector, Fire Investigator, Fire and Life Safety Educator, Public Information Officer or related NFPA certifications.
- Ontario IMS 200 or higher, emergency management training and/or Community Emergency Management Coordinator certification.

OTHER REQUIREMENTS:

- Valid class DZ driver's license
- Computer Skills in various applications.
- Strong management and decision-making skills.
- Must provide a current Police Record Check.

The foregoing description reflects the key duties, responsibilities and qualifications for the position and shall not be construed to be all the work requirements of the position.

WORKING CONDITIONS

The successful candidate must be available outside normal working hours for emergency response, on-call responsibilities, meetings, training and community events. The position requires the ability to perform the bona fide occupational requirements of the role, including emergency response duties and the use of required personal protective equipment. A satisfactory Police Record Check will be required.

HOW TO APPLY:

This job posting is for an existing vacancy within the Township of North Glengarry.

Qualified candidates are invited to submit a cover letter and résumé by August 28th, 2026 at 4:00 p.m. to: firechief@northglengarry.ca

Please quote "Deputy Fire Chief" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCESSIBILITY:

The Township of North Glengarry is committed to providing accessible employment opportunities and accommodations throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request.

ARTIFICIAL INTELLIGENCE DISCLOSURE

The Township of North Glengarry does not use artificial intelligence to screen, assess or select applicants for this position.