



Job Title:	Deputy Fire Chief
Last Revised:	August 2026
Department:	Fire Department
Reports to:	Fire Chief

PURPOSE OF THE POSITION

Reporting to the Fire Chief, the Deputy Fire Chief provides senior operational, administrative and leadership for the North Glengarry Fire Department. The 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 and exercises the authority delegated through municipal by-laws, policies and applicable legislation.

KEY DUTIES AND RESPONSIBILITIES

Operational Leadership and Emergency Response

- Responds to emergency incidents as required; assumes, transfers or supports Incident Command in accordance with the Department's incident management system, policies and operational guidelines.
- Directs and monitors emergency operations to ensure appropriate strategy, tactics, accountability, risk management, firefighter safety and effective use of mutual aid and other agencies.
- Performs command, safety, liaison, public information or other incident management functions as assigned and participates in post-incident reviews and corrective actions.
- Ensures operational readiness, appropriate staffing and effective deployment of volunteer firefighters, apparatus, equipment and specialized resources.
- Supports fire origin and cause determination and coordinates with the Office of the Fire Marshal, police and other authorities having jurisdiction, within the limits of the incumbent's training and delegated authority.

Training, Certification and Professional Development

- Leads the Department's training and professional development program, including annual needs assessment, lesson planning, delivery, evaluation, practical skills development and training records.
- Ensures members receive the training and maintain the competencies and certifications required by Ontario legislation, applicable NFPA standards, Department policy and the service levels approved by Council.

- Develops multi-year training and officer-development plans; coordinates internal instructors, external courses, certification testing and succession planning.
- Monitors individual and organizational training performance, addresses deficiencies and recommends changes to improve safety, consistency and operational effectiveness.

Administration, People and Organizational Leadership

- Assists the Fire Chief with strategic and annual work planning, policy and guideline development, Establishing and Regulating By-law implementation, service-level reviews and continuous improvement initiatives.
- Provides direct leadership to District Chiefs and assigned staff and supports officers in the consistent supervision, coaching, evaluation and development of Department members.
- Supports recruitment, selection, orientation, probation, attendance management, performance management, recognition, succession planning and, when directed, progressive discipline in accordance with Township policy and applicable law.
- Builds a respectful, inclusive and accountable workplace culture and maintains effective working relationships across all stations and ranks.
- Prepares reports, recommendations, correspondence, statistics and presentations for the Fire Chief, Chief Administrative Officer, Senior Management and Council, as requested.
- Maintains complete and accurate Department records and protects confidential and personal information in accordance with municipal policy and applicable legislation.

Financial and Resource Management

- Assists with preparation, monitoring and administration of annual operating and capital budgets and identifies future staffing, fleet, equipment, facility and technology requirements.
- Develops specifications, evaluates options and supports procurement for apparatus, equipment, personal protective equipment, services and other Department resources in accordance with Township purchasing policies.
- Oversees inspection, testing, maintenance, inventory control and replacement planning to ensure stations, apparatus, equipment and protective equipment remain safe, compliant and ready for service.

Community Risk Reduction and Partnerships

- Supports the Community Risk Assessment, fire prevention, public education, code enforcement and fire investigation programs in coordination with assigned fire prevention personnel.
- Liaises professionally with residents, businesses, community organizations, media, neighbouring fire services, dispatch, emergency services, provincial ministries and other partners.

- Participates in municipal emergency management planning, training and exercises and may serve in an Emergency Operations Centre role or as an alternate Community Emergency Management Coordinator when designated and qualified.
- Represents the Department at committees, meetings, conferences and public events and attends Senior Management or Council meetings in the Fire Chief's absence when requested.

Legislative Compliance and Health and Safety

- Promotes and enforces compliance with the Fire Protection and Prevention Act, 1997, Ontario Fire Code, Occupational Health and Safety Act and Section 21 Guidance Notes, firefighter certification regulations, Highway Traffic Act, Emergency Management and Civil Protection Act, municipal by-laws and other applicable requirements.
- Exercises due diligence for worker health and safety, investigates hazards and incidents, implements corrective action and participates in the Department's health and safety program.
- Reviews changes in legislation, standards and best practices and recommends updates to policies, training, equipment and operational procedures.

POSITION QUALIFICATIONS

Education and Experience

- Post-secondary education in fire service leadership, public safety, emergency management, business or public administration, or a related discipline, or an equivalent combination of education, training and progressively responsible fire service experience.
- Minimum seven (7) years of progressively responsible fire service experience, including at least three (3) years in an officer or supervisory capacity. Experience in a composite or volunteer/paid-on-call municipal fire service is preferred.
- Demonstrated experience leading fire service training, emergency operations, personnel, projects, budgets and organizational change.

Mandatory Certifications and Licences

- 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.
- Current First Aid and CPR certification;
- Valid Ontario Class DZ driver's licence, in good standing, and an acceptable driver's abstract.

Additional Assets

- NFPA 1021 Fire Officer III or IV;
- NFPA 1521 Incident Safety Officer;
- NFPA 1031 Fire Inspector;
- NFPA 1033 Fire Investigator;
- NFPA 1035 Fire and Life Safety Educator or Public Information Officer.
- NFPA 1002 Pump Operations;
- NFPA 1072 Hazardous Materials Operations;
- NFPA 1006 technical rescue certifications.
- Ontario Incident Management System IMS 200 or higher; Community Emergency Management Coordinator certification or emergency management training.

Knowledge, Skills and Abilities

- Thorough working knowledge of contemporary fire suppression, rescue, emergency response, incident command, training systems, risk management and municipal fire service administration.
- Working knowledge of applicable Ontario legislation, regulations, codes, standards, municipal by-laws and occupational health and safety requirements.
- Strong leadership, judgement, conflict-resolution and decision-making skills, including the ability to remain composed and make timely decisions in high-risk environments.
- Excellent written, verbal, presentation and interpersonal communication skills, with the ability to work effectively with firefighters, staff, elected officials, partner agencies, media and the public.
- Strong organizational, analytical, budgeting, report-writing, project-management and computer skills, including Microsoft 365 and fire service records-management systems.
- Ability to communicate in both English and French is considered an asset.

OTHER REQUIREMENTS AND WORKING CONDITIONS

- Must provide and maintain a satisfactory Police Record Check appropriate to the position.
- Must be medically and physically capable of performing the bona fide occupational requirements of the position, including emergency response duties and the use of required personal protective equipment.
- Must be available outside normal working hours for emergency response, on-call responsibilities, meetings, training and community events, including evenings, weekends and statutory holidays, as required.
- Work is performed in office, station, training and emergency environments and may involve exposure to hazardous, stressful and adverse conditions.
- Must maintain required certifications, licences and professional competence as a condition of employment.

This position description reflects the principal duties, responsibilities and qualifications of the position. It is not intended to be an exhaustive list, and the incumbent may be assigned other related duties consistent with the role.

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.