Job Description

Working Title:	DEPUTY FIRE CHIEF
Position Type:	PERMANENT
FTE (ie: 1.0, 0.5):	1.0
Classification:	LEVEL 6
Division:	PROTECTIVE SERVICES
Department:	COMMUNITY AND PROTECTIVE SERVICES
Reports To:	FIRE CHIEF

☐	New Position
☒	Update of current position
☐	Significant changes (at least 50% of job has changed) – Job Evaluation required

SECTION 1: PURPOSE OF POSITION

This position will assist the Fire Chief with Fire Fighter training, logistics, operations and department administration. Key responsibilities will include assisting in administration, operation and supervision of staff in emergency and non-emergency situations, coordinating and implementing department policies, fire prevention programs and all aspects of fire training. This position will oversee equipment and facility maintenance, investigations and inspections, supervision of full-time and casual firefighters, health and safety and will assist with the emergency management program. The Deputy Chief would be expected to live the values of the Fire Services which are Community, Commitment, and Compassion. This position acts for the Chief in their absence and represents the department at regional and provincial levels as required.

SECTION 2: KEY RESPONSIBILITIES

Time Percentage	Key Responsibility
80%	**Supervision/Coordination** • Support and work together with Department leadership to maintain a productive and healthy work environment. There will be areas of overlap of duties and responsibilities • Develop and deliver training programs to all department staff • Coordination of maintenance of all fire department apparatus and equipment • Coordinate and complete fire inspections as established and requested • Coordinate and prepare pre-plans for fire suppression • Coordinate and maintain inventories of fire department equipment and supplies • Coordinate Fire Hall maintenance • Carry out fire investigation and cause determination as assigned • Act as Incident command and/or lead hand at an emergency calls • Assist with policy development and recommendations pertaining to fire services; • Provide leadership and support of the overall management of health & safety within their area of responsibility • Lead the recruitment and promotion processes for casual firefighters • Active member of the town's Incident Management Team in the Operations Section • Review call attendance reports for accuracy and adherence to operational performance standards • Liaise with internal partner departments to coordinate service delivery of fire services • Liaise with regional partners to coordinate live fire training • Provides clear and constructive performance feedback and recognition to members to support on-going learning and development • Assist the Fire Chief with performance and personnel matters • Act as first due truck officer/operator when staffing levels are compromised • Acting Chief in the absence of the Fire Chief • Other duties as assigned by the Fire Chief and within the scope of this position
10%	**Planning** • Plan annual training schedule • Plan for preventative fleet maintenance and CVIPS • Plan annual preventative fire hall and equipment maintenance • Assist the Fire Chief with annual corporate and capital planning • Plan and coordinate annual operational and capital purchases • Assist with emergency management training and planning
10%	**Safety** • Fire department representative on the Town's OH & S committee • Conduct monthly fire department safety meetings • Review identified safety issues and provide recommended actions or improvements to the Fire Chief • Review safety items at weekly training nights • Conduct incident investigations as required • Act as Incident Safety Officer at emergency scenes as required • Assist with safety inspections of other Town facilities as required

SECTION 3: SUPERVISION OF OTHERS

Position Title	Direct	General
Fire Lieutenant	☒	☐
Casual Firefighters	☒	☐

SECTION 4: QUALIFICATIONS

Level of education and experience required:

- High School Diploma
- Alberta Journeyman Certificate, Fire Services/Emergency Management Degree or Certificate Program
- A minimum of 10 years of progressively responsible fire service experience, including five years in officer roles that included oversight of both career and paid on call or casual firefighters
- Previous experience as a casual or career firefighter is preferred

Required designations, licenses, Certificates required:

- Alberta Class 3 license with Q Endorsement
- NFPA 1001 level 2
- NFPA 1041 Level 2
- NFPA 1140 Wildland Firefighter
- Wildland Urban Interface Crew Member WUI-M
- NFPA 1002 Driver, Pump and Aerial Operator
- ICS 300
- Blue Card Command Certification
- ICS Canada Operations Section Chief
- NFPA1021 Level 2
- NFPA 1521 Safety Officer
- Alberta Fire SCO B1 & Group C2
- Ice Rescue Technician
- Advanced First Aid, Medical First Responder, Emergency Medical Responder or equivalent

Required Knowledge, Skills and Abilities:

- Ability to supervise a composite Fire Department staff, under a variety of conditions
- Strong leadership skills with the ability to motivate Casual Fire Firefighters
- Demonstrated experience in fire suppression and rescue
- Self-motivated and highly organized with decision-making ability and sound judgement
- Excellent communication (written and oral) and interpersonal skills, practicing professionalism and diplomacy
- Able to operate with minimal supervision while building trust and honesty
- Experience in delivering presentations to public members
- An active Fire Training Instructor. Coordination and delivery of NFPA 1001 courses
- Excellent health and physically fit. Must be able to complete Physical requirements
- Must be able to perform all firefighting tasks under all conditions
- Will participate in after-hour training sessions, emergency responses and rotational scheduled on call
- Flexible work week may be required to meet with availability of paid on call personnel
- Residency within the Town of Stony Plain limits is preferred

Software/Technology

- Computer skills with Microsoft Office

Last reviewed: November 2026

- Experience with First Due records management system

	PHYSICAL EFFORT
☐	Routine office environment. Limited physical effort. A variety of typical office requirements such as sitting, standing and walking. Limited physical effort. Limited intense visual concentration is required. Infrequent physical effort (lifting, bending, etc); Infrequent peaks of concentration are necessary for short periods from time to time (e.g. several minutes up to half an hour) Interruptions or distractions occur occasionally, but do not interfere with completion of quality of work as the nature of the work is highly repetitive and routine
☐	Moderate physical effort, requires occasional lifting, bending, standing, climbing ladders, etc. Requires extended periods of standing or moving. Manual dexterity can include handling of items or tools of various sizes, sorting or manipulating small parts or materials or tools, where the pace of work can largely be controlled. Intense visual concentration is greater than 50% of the time. Moderate peaks of concentration (e.g. up to half day) are a typical, with some ability to control this by taking breaks from the task. Interruptions or distractions occur frequently and sometimes interfere with output quality or timeliness. Time pressures with the job are noticeable, but are not frequent or significant. May perform a moderate level of heavy physical activities (pulling, lifting, pushing heavy or awkward objects, etc). May require some specialized training and/or use of safety equipment.
☒	Regular, frequent or sustained and considerable physical effort is required with limited opportunities to rest except at scheduled breaks. May require a degree of major physical effort over an extended period of time. Requires frequent or regular considerable moving, standing or heavy physical activities (e.g. lifting, moving, or pulling heavy awkward objects on a regular basis). Typically requires some specialized training (certifications, etc) and/or use of safety equipment. May also require personal protective equipment. Regular, frequent or sustained, and substantial peaks of concentration are a typical throughout the day. It may not be possible to take breaks from tasks due to time pressures and deadlines that often oblige continuation until task completed. Interruptions and distractions occur frequently, and often to significantly interfere with the ability to complete the task correctly/in timely manner and consistently.
	WORK ENVIRONMENT
☐	Routine office environment. Limited exposure to disagreeable aspects such as noise, heat/cold, dust, fumes, etc
☐	Moderate exposure to disagreeable aspects of the work environment. The job may require occasional exposure, but is limited in terms of frequency, severity, and/or duration. May require some specialized training, and/or use of safety equipment.
☐	Considerable, frequent or ongoing exposure to disagreeable aspects of the work environment. The job requires regular exposure in terms of frequency, severity, and/or duration. Typically requires some specialized training (certifications, etc), and/or use of safety equipment. May also require personal protective equipment.