



Mulmur-Melancthon Fire Department

Volunteer Deputy Fire Chief Job Posting

Responsibilities:

Reporting to the Volunteer Fire Chief, the Volunteer Deputy Fire Chief is responsible to assist in the organization and direction of the Fire Department and for day-to-day operations and strategic support to the Volunteer Fire Chief. The Volunteer Deputy Fire Chief will assist in administration, fire suppression, fire prevention and rescue activities of the department. The Volunteer Deputy Fire Chief will also assist in the administration of applicable local, provincial and federal fire regulations. Administration duties comprise assisting the Volunteer Fire Chief with planning, directing and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment.

We invite candidates who can demonstrate the following:

- Graduate of Ontario Fire College or equivalent (Certification as a Company Officer)
- Fire Prevention Program Officer Program, or willingness to obtain certification within agreed upon time frame
- Ten (10) years' experience in the fire service, including five (5) at the Senior Officer level
- Working knowledge of applicable Occupational Health and Safety legislation, Ontario Fire Code, Fire Protection and Prevention Act, Ontario Building Code, National Fire Prevention Association, existing standards, related and existing municipal bylaws and board policies, legislation and standards
- Thorough knowledge of the characteristics of fire, fire spread, building material and construction practices and have a working knowledge of alarm systems, suppression devices, emergency lighting, internal communications equipment and blueprints
- Experience conducting fire inspections with associated reporting and deficiency follow-up
- Experience in preparation of reports and correspondence within established timelines
- Ability to respond and be confident working in high stress situations
- Experience and competency in working as Incident Commander when required
- Reporting to the Board and/or Councils as required
- Working knowledge of Microsoft Excel, Word, Power Point and Fire Pro
- Must have a valid class DZ license with satisfactory driving record
- Must be in good physical condition
- Must live within catchment area
- Solid communication and strong interpersonal skills

Interested and qualified candidates are invited to submit in confidence a cover letter and detailed resume no later than: Friday, September 01, 2017 at 3:00 pm

Kerstin Vroom, CMO CMMI
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