

March 3, 2025

Deputy Fire Chief/Fire Prevention Township of Woolwich Job Posting



Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Due to a vacancy, Fire Services is currently seeking a permanent full time Deputy Fire Chief/Fire Prevention.

Reporting to the Fire Chief, the Deputy Fire Chief/Fire Prevention coordinates, oversees, and participates in all aspects of the department's fire prevention, public education, and inspection programs and evaluates program successes. This position is responsible for the enforcement of fire service legislation such as the Fire Protection and Prevention Act, the Ontario Building Code, and applicable NFPA codes and ULC standards.

The Deputy Fire Chief exercises considerable independence of judgement and action in carrying out assignments in accordance with established policies, procedures, and practices. This position holds a high degree of responsibility for promoting the protection of lives, property, and visitors to the Township of Woolwich. Dedication maintaining a safe, positive work environment is a priority.

Key Duties and Responsibilities:

- Coordinate the department's fire prevention program to include fire safety presentations, fire extinguisher training and Fire Prevention Week activities
- Develop and implement training programs, participate in civic programs, fire prevention and fire safety campaigns; establishes, and promotes effective public relations for the department
- Advise the Fire Chief of any changes in procedures or methods necessary to maintain or improve fire prevention programs including, but not limited to, changes to NFPA standards, provincial legislation, and Health and Safety
- Provide leadership and supervision to the Township's Fire Prevention Officers and Public Educators by developing, coordinating, and overseeing staff training; maintains training records in accordance with legislated requirements and departmental guidelines
- Provide training, motivation and guidance to firefighters
- Review development applications, building permit approval and provide feedback for new development plan reviews
- Conduct comprehensive Fire Prevention Inspections of all building classifications and occupancy types, report findings, keep proper legal notes, and retain files for all inspections performed
- Investigates and follows up on complaints
- Authority of Chief Fire Official as designated by Municipal Fire Chief under Article 1.1.1.2 of Division C of the Fire Prevention Act
- Conduct and/or assist with fire investigations with Police and Ontario Fire Marshal Office
- Complete POA Part 1 and Part 3 of the Ontario Fire Code; prepare evidence and testify in court
- Prepare the case from documentation, laying charges and court proceedings to court action
- Maintains liaison with Federal, Provincial, and Municipal authorities and others on matters related to the Department

- Respond to emergency calls as necessary and, when required, assume command and direct activities under the department's jurisdiction and authority
- Facilitate post incident sessions, as required
- Perform other duties as assigned

Education, Skills and Qualifications:

- University degree in Fire Prevention/Protection Technology, or an appropriate post secondary degree/diploma in a related discipline
- Diploma in fire service management, business, public administration, or a related discipline
- Minimum of ten (10) years fire services experience with three (3) years in a senior leadership role
- Demonstrated knowledge in fire combating, extinguishing, prevention and rescue methods
- Demonstrated knowledge of applicable fire protection and emergency preparedness codes, standards, and legislation
- NFPA Fire Inspector and Plans Examiner Level I & II certification
- NFPA 1035 Fire and Life Safety Educator, an asset
- NFPA Fire Officer I certification, an asset
- NFPA Fire Instructor I certification, an asset
- NFPA Fire Investigator certification, an asset
- Current certification in first aid and CPR
- A valid Class G License, and acceptable criminal background check

The preferred candidate must live within 30 km's from the Township of Woolwich's boundary or be willing to relocate, and shall assume all duties, responsibilities, and the authority of the Fire Chief in their absence.

This position offers a comprehensive benefit package and an annual salary range of \$93,604.00 to \$117,005.00.

Please note that this position requires in-office presence. Typical office hours are Monday to Friday, 8:30 am to 4:30 pm, flexible hours of work with the ability to attend evening meetings, as required.

[Please review the full job description](#). Applicants are invited to submit a cover letter and resume to hr@woolwich.ca prior to **4:00 pm on Monday, March 24, 2025**. **Please quote job posting 2025-20.**

We thank all applicants for their interest, however, only those selected for an interview will be contacted. Our Township is committed to providing and fostering a safe, healthy, and respectful workplace for all of our employees, free from violence and harassment.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.

Please check us out at: www.woolwich.ca

POSITION DESCRIPTION



Date: January 14, 2025
Position Title: Deputy Fire Chief/Fire Prevention
Department: CAO – Fire Department
Immediate Supervisor: Fire Chief

Purpose of Position and Profile:

Reporting to the Fire Chief, the Deputy Fire Chief/Fire Prevention oversees all aspects of the department's fire prevention, public education, and inspection programs. This position is responsible for the enforcement of fire service legislation such as the Fire Protection and Prevention Act, the Ontario Building Code, and applicable NFPA codes and ULC standards.

The Deputy Fire Chief exercises considerable independence of judgement and action in carrying out assignments in accordance with established policies, procedures, and practices. This position holds a high degree of responsibility for promoting the protection of lives, property, and visitors to the Township of Woolwich. Dedication maintaining a safe, positive work environment is a priority.

The Deputy Fire Chief/Fire Prevention shall assume all duties, responsibilities, and the authority of the Fire Chief in their absence.

Responsibilities:

- Coordinate and participate in Township inspections and public education programs, and evaluate program successes
- Advise the Fire Chief of any changes in procedures or methods necessary to maintain or improve fire prevention programs including, but not limited to, changes to NFPA standards, provincial legislation, and Health and Safety
- Coordinate the department's fire prevention program to include fire safety presentations, fire extinguisher training and Fire Prevention Week activities
- Develop and implement training programs, participate in civic programs, fire prevention and fire safety campaigns; establishes, and promotes effective public relations for the department
- Provide leadership and supervision to the Township's Fire Prevention Officers and Public Educators by developing, coordinating, and overseeing staff training; maintains training records in accordance with legislated requirements and departmental guidelines
- Provide training, motivation and guidance to firefighters
- Review development applications, building permit approval and provide feedback for new development plan reviews
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- Investigates and follows up on complaints
- Authority of Chief Fire Official as designated by Municipal Fire Chief under Article 1.1.1.2 of Division C of the Fire Prevention Act
- Conduct and/or assist with fire investigations with Police and Ontario Fire Marshal Office
- Complete POA Part 1 and Part 3 of the Ontario Fire Code; prepare evidence and testify in court
- Prepare the case from documentation, laying charges and court proceedings to court action
- Maintains liaison with Federal, Provincial, and Municipal authorities and others on matters related to the Department
- Respond to emergency calls as necessary and, when required, assume command and direct activities under the department's jurisdiction and authority
- Facilitate post incident sessions, as required

- Assist in development and validation of Fire Safety Plans
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act, abides by all Provincial and Municipal regulations
- Maintain current, comprehensive knowledge of modern firefighting and fire prevention methods, as well as municipal fire administration, by professional development training/sessions as required
- Assist with the preparation of the annual business plan, annual operating budget, and capital budget
- Assist in the development, revision, and implementation of departmental policies and procedures
- Assist Township departments as required including By-Law, Building and Development Services
- Promote a high standard of customer service to the public as well as to all internal customers
- Attend Council and Management meetings when required
- Participant in the Emergency Management Committee and Health, Safety and Wellness Committees, as required
- Perform other duties as assigned

Required Education, Skills and Knowledge:

- University degree, or college diploma, in Fire Prevention/Protection Technology, or a related field
- Diploma in fire service management, business, public administration, or a related field
- Minimum of ten (10) years fire services experience with two (2) years in a senior leadership role
- Demonstrated knowledge in fire combating, extinguishing, prevention and rescue methods
- Demonstrated knowledge of applicable fire protection and emergency preparedness codes, standards. and legislation
- NFPA Fire Inspector and Plans Examiner Level I &II certification
- NFPA 1035 Fire and Life Safety Educator, an asset
- NFPA Fire Officer I certification, an asset
- NFPA Fire Instructor I certification, an asset
- NFPA Fire Investigator certification, an asset

Qualifications/Work Requirements

- Demonstrated decision making skills and able to function effectively with minimal supervision
- Ability to communicate, lead, facilitate, and exercise sound judgment
- Ability to make effective recommendations and decisions regarding programming policies, interpretation of legislation, regulations, and guidelines
- Ability to write clear and comprehensive reports and correspondence to Council, staff, community partners and the public
- Current certification in first aid and CPR
- A valid Class G License, and acceptable criminal background check conducted by the WRPS.
- Must live within 30 km's from the Township of Woolwich.

Working Conditions:

- Typical office hours are Monday to Friday, 8:30 am to 4:30 pm, flexible hours of work with the ability to attend evening meetings, as required
- Mental and demanding physical work conditions, subject to periods of sustained stress and life-threatening situations with occasional exposure to hostile environments

Classification:

- Non-Union full-time 35 hours per week

Supervision:

- Direct – None
- Indirect - Fire Personnel

Rating:

- Level 7