

DEPUTY FIRE CHIEF

The City of Camrose is seeking a dynamic, experienced, and dedicated individual to fill the full-time permanent position of Deputy Fire Chief. Under the direction of the Fire Chief, the Deputy Fire Chief is responsible for coordinating all functions related to firefighting operations and training, along with associated reporting and compliance requirements. This key leadership role ensures that all fire service personnel are trained to the highest standards, and that operational readiness is maintained across the department.

FUNCTIONS/DUTIES (but not limited to):

- Develop and maintain the firefighter training program, including coordinating training activities at the CFD fire training facility and providing mentorship and coaching to new training officers and instructors.
- Provide leadership in fighting fires and responding to emergency scenes in Camrose and area.
- Perform the role of Incident Commander, Incident Safety Officer, or other support role at larger emergency incidents as required.
- Support prevention and public education programs throughout the year; coordinate fire protection for major events in Camrose; prepare fire safety plans with health care and other high life hazard facilities in Camrose.
- Oversee and ensure maintenance and repairs are completed on firefighting equipment and apparatus.
- Provide support for fire safety inspections in compliance with the National Fire Code – Alberta Edition and Alberta Safety Codes Act.
- Contribute to the development and implementation of the City of Camrose Municipal Emergency Plan (MEP), serving as the Assistant Deputy Director of Emergency Management (ADDEM).
- Assist in the development and management of the Fire Department budget, ensuring responsible and effective fiscal practices.
- Participate in the ongoing review and revision of departmental policies and procedures, recommending updates to the Fire Chief as needed.
- Assume command in absence of the Fire Chief.

QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Minimum of ten (10) years of firefighting experience (NFPA 1001-2 required), with at least five (5) years in a senior officer role (NFPA 1021-2 preferred).
- Alberta Safety Codes Officer – Fire Group B1/C1 certification.
- Intermediate First Aid and CPR certification required; higher-level certification considered an asset.
- Knowledge of the principles and practices of a fire service instructor (NFPA 1041-2 required).
- Supervisory/Managerial experience in a volunteer or composite fire department.
- Knowledge of the Alberta Emergency Management framework (ICS 300 required).
- Extensive knowledge of fire and life safety initiatives and best practices.
- Ability to prepare clear and concise reports and communicate effectively with the public.
- Strong decision-making skills with the ability to react quickly and remain calm under duress and strain.
- High level of competency in the use of the MS Office Suite of programs.
- Valid class 5 driver's license with air endorsement is required, and a class 3 driver's license considered an asset.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday with a Tuesday night training session.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by May 23, 2025 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

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