



The Township of South-West Oxford and Zorra Township

Require a Shared Deputy Fire Chief

We are currently seeking a goal-oriented professional and highly skilled leader to join our team as a Shared Deputy Fire Chief. This full-time position requires a dedicated professional to provide strong leadership skills, strategic direction and operational oversight of all emergency response and training functions of the Fire Service.

Position Summary:

Reporting to the Fire Chief and CEMC, this position is responsible for ensuring a safe, effective, compliant, and professional volunteer emergency response organization through strong operational command, structured training systems, performance management and continuous improvement. Providing leadership and guidance to Zorra's 60 volunteer firefighters and South-West Oxford's 60 volunteer firefighters each serving in three stations.

A complete job description, along with the responsibilities, is available at www.swox.org

Key Responsibilities:

- Act as the Fire Chief's primary designate for operational and training matters and assume command in the Chief's absence.
- Participate in senior leadership planning, policy development, and organizational strategy.
- Contribute to departmental goal setting, objectives and performance metrics, and continuous service improvement.
- Prepare operational and training reports for Senior Management, Council and Committees, and assist in budget preparation, financial forecasting, grant opportunities, and capital planning for operations and training.
- Support recruitment, volunteer engagement, labour relations, retention, and succession planning initiatives.
- Collaborate and supervise District Chiefs and officers to coordinate station operations, training activities, and service delivery.
- Participate in the Community Risk Assessment and Fire Master Planning processes.
- Establish training philosophy, competency standards, annual training plans, and implement training quality assurance and audit systems.
- Oversee recruit training, firefighter development, officer development, specialty training, and support instructor development, and certification.
- Ensure all stations, apparatus, and personnel are prepared to respond safely and effectively.
- Serve as a senior Incident Commander or Command Officer for major, complex, or multi-agency incidents, and monitor post-incident outcomes.



Required Qualifications and Experience:

- Degree or diploma in fire service, public/business administration, emergency management, or a related field.
- Minimum 5–10 years of fire service experience
- Minimum 3–5 years of experience in an officer or supervisory role
- Extensive knowledge of fire suppression, fire prevention and inspection principles, procedures, techniques, and equipment.
- Thorough knowledge of Fire Marshals Act, Building Code Act, Provincial Offences Act, Fire Protection and Prevention Act, Emergency Management and Civil Protection Act, and the Occupational Health and Safety Act.
- Effective emergency services planning and budgeting skills
- Required courses including: Fire Officer I, II, NFPA 1041, NFPA 1521, NFPA 1035, NFPA 1072, NFPA 1002, First Aid, CPR, First Responder and EMR
- Strong written and verbal communication skills

Preferred Qualifications and Experience:

- Experience in a volunteer or composite fire department environment
- Additional courses including: Ontario WSIB, OHSAA Certification, NFPA 1021 Fire Officer I, II, III, IV, NFPA 1031 level I, II, NFPA 1041 level II/III, NFPA 1033 Fire Investigator, BEM EM 200, CEMC EM 300, IMS 100, 200, 300, EMCA, PCP, and Technical Rescue 1006 Ice/Water, Rope, Confined Space, Auto Extrication
- Proficient in Microsoft 365, FirePro, iCompass, and FMW.
- DZ Class Ontario Driver's Licence

Salary and Benefits: (Grade 9 on 2026 Township Grid)

The annual salary range of \$89,307.40 to \$111,638.80 (based on a 35-hour work week), plus a comprehensive health benefits package and the OMERS Pension Plan. A condensed work-week option is available.

Application Process:

The posting will close on Thursday, April 2nd, 2026 at 4:30 p.m. Please forward your resume, highlighting your qualifications and experience, to:

Emily Lavender-Ruple, Payroll & Benefits Administrator
Township of South-West Oxford
312915 Dereham Line, RR1
Mount Elgin, ON N0J 1N0
Email: payroll@swox.org

The Township of South-West Oxford and Zorra Township are an equal opportunity employer. We encourage all qualified applicants to apply. Accommodations are available for candidates upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).



Personal information collected will be used solely for applicant selection in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Township of South-West Oxford and Zorra Township does not use Artificial Intelligence (AI) enabled tools in the screening or selection of candidates during the hiring process. Hiring decisions are made by the township hiring committee employees based on job related criteria. This job posting is for an existing vacancy.