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## JOB DESCRIPTION SUMMARY – SHARED DEPUTY FIRE CHIEF

(Township of South-West Oxford & Township of Zorra)

### 1. Position Title

Shared Deputy Fire Chief (Joint Position)

### 2. Reporting Relationship

The Shared Deputy Fire Chief shall report directly to the Shared Fire Chief for all operational, administrative, training, and service delivery matters related to both the Township of South-West Oxford and the Township of Zorra.

The Shared Deputy Fire Chief shall act as the principal designate and provide operational back-up to the Shared Fire Chief as required.

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### 3. Purpose of the Position

The purpose of the Shared Deputy Fire Chief position is to provide leadership, operational oversight, and structured training coordination for the fire services of the Township of South-West Oxford and the Township of Zorra, ensuring a safe, effective, compliant, and professional volunteer emergency response organization.

This role is intended to **strengthen operational continuity, leadership depth, training standardization, and succession planning across both municipalities** while supporting a sustainable shared fire service leadership model.

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### 4. General Scope of Responsibility

The Shared Deputy Fire Chief shall support both municipalities equally and shall provide operational, administrative, and training leadership services in accordance with the Shared Services Agreement and the direction of the Shared Fire Chief.

The position shall provide back-up leadership coverage during absences, vacation periods, emergencies, and other operational demands to ensure continuous fire service oversight.

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## 5. Key Responsibilities

### 5.1 Leadership and Administration

The Shared Deputy Fire Chief shall:

- Act as the principal designate to the Shared Fire Chief for operations and training
- Assume command of the Fire Service in the absence of the Shared Fire Chief
- Participate in strategic planning, policy development, and organizational initiatives
- Assist in budget preparation, forecasting, and capital planning related to operations and training
- Prepare operational and training reports for the Shared Fire Chief, CAOs, and Councils as required
- Support recruitment, volunteer engagement, retention, and succession planning initiatives
- Confer regularly with District Chiefs, Officers, and station leadership in both municipalities
- Represent the Fire Services at meetings, inter-agency forums, and community events as assigned
- Support emergency management planning, business continuity, and Community Risk Assessment initiatives
- Promote firefighter wellness, mental health, and peer-support initiatives
- Support health and safety compliance, incident reviews, and WSIB documentation processes

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### 5.2 Training Leadership and Development (Primary Area of Emphasis)

The Shared Deputy Fire Chief shall provide structured leadership for firefighter training and professional development across both municipalities, including:

- Establishing annual training plans and competency standards
- Ensuring formalized training records and certification tracking for all members



- Overseeing compliance with recertification, medical, and fitness requirements
- Ensuring training programs meet or exceed OFM, NFPA, and industry best practices
- Overseeing recruit training, firefighter development, officer development, and specialty training
- Supporting instructor development, certification, and instructional quality control
- Implementing training quality assurance and audit systems
- Monitoring attendance, performance tracking, and competency records
- Supporting the development of blended learning, e-learning, and simulation-based training programs
- Standardizing training practices across both municipalities to promote consistency and due diligence

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### 5.3 Operations and Service Delivery

The Shared Deputy Fire Chief shall:

- Provide operational oversight of emergency response readiness across both municipalities
- Support deployment models, staffing levels, and operational coverage
- Monitor response data, call volumes, and operational trends
- Assist in improving response efficiency, interoperability, and firefighter safety
- Support development and implementation of operational policies, procedures, and SOPs
- Collaborate with fleet, logistics, and training personnel to ensure apparatus and equipment readiness
- Support mutual aid coordination, pre-incident planning, and operational standardization efforts



#### 5.4 Officer Development and Supervision

The Shared Deputy Fire Chief shall:

- Provide supervision, coaching, and mentorship to District Chiefs, Training Officers, and senior staff as assigned
- Support officer performance reviews and leadership development programs
- Promote professionalism, accountability, and ethical leadership
- Lead succession planning initiatives for command and instructional roles
- Support consistent operational expectations and discipline practices across both municipalities

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#### 5.5 Emergency Operations Command and Back-Up Coverage

The Shared Deputy Fire Chief shall:

- Serve as a senior command officer for major, complex, or multi-agency incidents
- Support Incident Command and Incident Management System (IMS/ICS) implementation
- Lead or assist with post-incident reviews, critiques, and investigations
- Provide continuous operational back-up coverage to the Shared Fire Chief
- Ensure leadership continuity during absences, emergencies, and peak operational periods

#### 5.6 Alternate Community Emergency Management Coordinator (CEMC) Responsibilities

The Shared Deputy Fire Chief shall serve as the Alternate Community Emergency Management Coordinator (Alternate CEMC) for the Township of South-West Oxford and the Township of Zorra, as designated by each municipality, or as otherwise assigned.

In this capacity, the Shared Deputy Fire Chief shall:

- Provide back-up support to the Shared Fire Chief in fulfilling CEMC responsibilities for both municipalities



- Assist in the coordination and maintenance of municipal Emergency Management Programs
  - Support the development, implementation, and annual review of Emergency Response Plans
  - Participate in emergency training exercises, tabletop exercises, and simulations
  - Assist with Emergency Operations Centre (EOC) activations and coordination
  - Liaise with Emergency Management Ontario and partner agencies as required
  - Ensure continuity of emergency management leadership in the absence or unavailability of the Shared Fire Chief
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#### 5.7 Health and Safety Support and Alternate Coordination

The Shared Deputy Fire Chief shall provide back-up and operational support for health and safety coordination for both municipalities.

This shall include:

- Supporting compliance with the Occupational Health and Safety Act and applicable regulations
- Assisting with incident, injury, and near-miss investigations
- Supporting Joint Health and Safety Committee processes, documentation, and follow-up actions
- Assisting with WSIB reporting, documentation, and return-to-work coordination as required
- Promoting firefighter health, safety, wellness, and peer-support initiatives
- Supporting the implementation and monitoring of fire service health and safety policies, procedures, and training programs

The Shared Deputy Fire Chief shall act as the designated alternate for health and safety coordination for operational matters related to the fire services of both municipalities.

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## 6. Qualifications

### 6.1 Education and Training

- A degree/diploma in fire service, public or business administration, emergency management, or a related field.
- A minimum of 5–10 years of fire service experience.
- A minimum of 3–5 years of experience in an officer or supervisory role in a municipal Fire Department.
- A thorough knowledge of fire suppression, fire prevention and inspection principles, procedures, techniques, and equipment.
- Advanced understanding of policies and Provincial Legislation related to 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

### 6.2 Other Education & Training

- NFPA 1021 Fire Officer I, II, III, IV
- NFPA 1031 Fire Inspector
- NFPA 1041 Fire Instructor II
- NFPA 1521 Incident Safety Officer
- NFPA 1035 Public Fire Life Safety Educator
- NFPA 1035 Public Information Officer
- NFPA 1033 Fire Investigator
- NFPA 1072 Hazardous Materials Operations
- NFPA 1002 Pump Operations Training
- NFPA 1041 Fire Service Instructor Level I/III
- Incident Management Systems (IMS 100, 200, 300)
- Community Emergency Manager Coordinator (CEMC 300 Level)
- Basic Emergency Management (BEM EM 200)
  
- Occupational Health and Safety Act (OHSA) Certification
- Emergency Medical Care Assistant (EMCA)
- Primary Care Paramedic Firefighter (PCP)
- Technical Rescue 1006 Ice/Water, Rope, Confined Space, Auto Extrication



- First Aid and CPR
- First Responder (FR)
- Emergency Medical Responder (EMR)
- Fire Conference/Seminars
- Leadership Training
- Microsoft 365
- Laserfiche
- iCompass
- FirePro
- FMW

### 6.3 Ongoing Personal Development

- Continually keep current and informed of new/amended legislation.
- Attend workshops, courses, training.

### 6.4 Work Experience

- A minimum of 5–10 years of fire service experience.
- A minimum of 3–5 years of experience in an officer or supervisory role in a municipal Fire Department.

### 6.5 Licence

- Valid Class DZ Drivers Licence.
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## 7. Working Conditions

### 7.1 Physical Effort and Environment

- Physical risks exist on construction sites and at fire scenes: smoke, noise, traumatic incidents. Some work must be carried out in inclement weather.
- Travel between municipal offices, fire stations, training facilities, and incident areas.
- Computer screen – eye strain – with continuous hours of work

### 7.2 Mental Effort and Environment

- Risk of stress when responding to or dealing with the aftermath of emergencies can be expected.
- Frequent decision-making in time-sensitive situations during emergency incidents.
- Strong analytical skills when reviewing operational data, and risk assessment, policies.



- Must prioritize work to meet frequent deadlines and produce error-free results.
  - Interruptions/calls, emails, etc. – respond within prescribed timeframes.
  - High level of confidentiality.
  - Required to be on call and have the ability to work a flexible schedule including nights, weekends and holidays.
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## 8. Shared Service Delivery Expectations

The Shared Deputy Fire Chief shall:

- Support equitable service delivery to both municipalities
  - Plan and schedule duties to reflect approximately fifty percent (50%) service allocation to each municipality
  - Maintain a visible presence at stations, training events, and operational activities in both municipalities
  - Work collaboratively with firefighters, officers, and municipal staff of both South-West Oxford and Zorra
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## 9. Work Location and Operational Requirements

The Shared Deputy Fire Chief shall:

- Work out of municipal offices in South-West Oxford and Zorra, as required
  - Attend area fire halls and operational sites in both municipalities
  - Be required to travel regularly between municipalities
  - Be considered an on-call position requiring flexible hours, including evenings, weekends, and emergency response
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## 10. Governing Document

This Appendix B provides a summary of the core responsibilities of the Shared Deputy Fire Chief.

**The full detailed Job Description, as approved by the host municipality and developed in full consultation and agreement with the Township of Zorra, shall**



form the governing operational document for the position and shall be incorporated into the individual employment contract.

**Key Performance Measures – Shared Deputy Fire Chief**

**1. Training, Firefighter Development, and Operational Readiness**

Leads and supports the delivery of structured training programs, certification tracking, and firefighter and officer development to maintain operational readiness across both municipalities.

**2. Operational Support and Station Engagement**

Provides consistent operational leadership, guidance, and visible support to stations, officers, and volunteer firefighters in both municipalities.

**3. Back-Up Leadership and Continuity of Operations**

Provides effective back-up leadership to the Shared Fire Chief and ensures continuity of operations during absences, emergencies, and peak operational periods.

**4. Equitable Service Coverage Within the Shared Arrangement**

Demonstrates balanced operational presence, training support, and service delivery to both the Township of South-West Oxford and the Township of Zorra.

**5. Compliance, Health and Safety, and Risk Management Support**

Supports compliance with legislative, health and safety, and operational standards, including documentation, due diligence, and risk mitigation initiatives.

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**Sign Off**

Job description reviewed by Deputy Fire Chief

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(Deputy Fire Chief Signature)

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(Fire Chief or CAO Signature)

Date: \_\_\_\_\_