

Municipality of Trent Lakes

Job Description

Position: Deputy Fire Chief		
Reports To: Director of Emergency Services (Fire Chief)	Date: February 23, 2026	
This Position Is:	<input type="checkbox"/> New	<input type="checkbox"/> Existing <input checked="" type="checkbox"/> Revised

Job Summary:

This position supports the Director of Emergency Services (Fire Chief) in the day-to-day management and administration of the Fire Department and Emergency Planning operations in alignment with departmental and corporate strategic direction. They shall assume all responsibilities of the Fire Chief in their absence. This position holds a high degree of responsibility for promoting the protection of lives, property and visitors to the Municipality of Trent Lakes. Dedication to the residents of Trent Lakes is a priority.

Duties and Responsibilities:

- Assist in planning, directing, and administering department activities such as the recruitment and retention of personnel; purchasing of equipment; assignment of personnel and equipment; accreditation requirements, and budgeting in accordance with Trent Lakes Policies and Procedures.
- Assist in requisitioning supplies and maintaining inventory.
- Maximize service potential of all fire fighters through continuous team leadership, participation and demonstration.
- Provide support for the Fire Chief in ensuring that all Fire Department members operate in compliance with operational policies and procedures including the Occupational Health and Safety Act, Section 21 Guidance Notes, Highway Traffic Act, and other legislation as required.
- Work with the Fire Chief in the development and delivery of Fire Prevention and Education through response, training, prevention, inspections, emergency planning/preparedness, and other fire related matters. This includes inspection orders and review, maintaining and tracking compliance through follow-up procedures and ensuring all necessary forms are completed for fire occurrences and records retention.
- Provide support in the delivery of a comprehensive and consistent training program to meet or exceed the industry standards required by the Federal, Provincial, and Municipal regulations and maintaining associated records.
- Act as Fire Chief, in their absence.
- Respond to emergency calls as necessary and, when required, assume command and direct activities under the department's jurisdiction and authority.
- Assist in reviewing and providing comments on site plans, rezoning, subdivision agreements and new buildings.
- Ensure adherence to maintenance schedules for all Fire Department vehicles, equipment, and stations, advising the Fire Chief of any repairs necessary, and overseeing that those approved repairs are successfully completed and reported back to the Fire Chief.
- Maintain current, comprehensive knowledge of modern firefighting and fire

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prevention methods, as well as municipal fire administration, by attending sessions for professional development as required.

- Attend Council and Management meetings, conferences, seminars, and training as required.
- Assist in Emergency Management planning meetings and exercises.
- Respond to inquiries from and/or liaise with the public, residents, property owners, community, school and business groups, internal divisions or departments, media, elected officials and other government agencies including the Ontario Fire Marshal's office and neighboring municipalities.
- Liaise with neighbouring municipalities to enhance communication and make best use of resources.
- All other duties as assigned.

Qualifications:

- Post-secondary education in fire administration, public administration, emergency management or a related field, or equivalent combination of education and experience is preferred.
- A minimum of five (5) years' experience in a leadership position with minimum ten (10) years' firefighting experience with demonstrated knowledge and experience as a Fire Service Officer is preferred.
- Requires comprehensive knowledge of fire suppression, fire prevention/code enforcement, and fire & life safety.
- Possess the following certifications:
 - NFPA 1001 Firefighter II
 - NFPA 1002 Pump Ops
 - NFPA 1021 Fire Officer II
 - NFPA 1031 Fire Inspector II
 - NFPA 1033 Fire Investigator or willing to obtain within one (1) year of employment,
 - NFPA 1035 Fire and Life Safety Educator I
 - NFPA 1041 Fire Instructor II
 - NFPA 472/1072 Hazmat Awareness and Operations
 - NFPA 1521 Incident Safety Officer or willing to obtain within one (1) year of employment.
 - First Responder and BLS or equivalent
 - SP103 & SP 230 or equivalent knowledge of Wildland Firefighting tactics
- Satisfactory Criminal Record and Vulnerable Sector Check.
- Valid DZ Driver's License with acceptable abstract.
- Working knowledge of firefighting and emergency response, The Occupational Health and Safety Act, The Fire Protection and Prevention Act, Ontario Building Code, Ontario Fire Code, NFPA, Section 21, applicable municipal by-laws, and all related Acts and regulations.
- Proficiency with Microsoft Office, SharePoint, FP2 and related systems.
- Thorough knowledge of the municipality and surrounding areas and types of infrastructure within municipality.

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- Knowledge of general building, equipment repair, specialty equipment and telecommunication systems.
- Ability to respond within twenty minutes for the purpose of responding to significant emergency calls efficiently and effectively and in a timely fashion.

Key Competencies:

- Experience working within a Composite Fire Department.
- Strong communication (written and oral) appropriate for analytical work, report-writing, problem solving, presentations, and public relations.
- Well-developed presentation and public speaking skills.
- Good negotiating and conflict resolution skills.
- Analytical and critical thinking skills.
- Strategic planning and organizational skills with experience in project / time management and training.
- Leadership and supervisory skills.
- High level of integrity, tact, diplomacy and confidentiality.
- Advanced knowledge of fire suppression, fire prevention/code enforcement, fire and life safety initiatives, equipment and emergency management.
- Ongoing commitment to training and development.
- Attendance/membership on all necessary associations, boards, committees, etc. to ensure department representation. Ability to maintain discipline, have sound judgement skills and be resourceful under emergency conditions.

Health and Safety:

All employees are responsible for being aware of, understanding and following Occupational Health and Safety regulations by taking reasonable precautions to protect themselves and fellow workers from health hazards and unsafe situations. Employees are required to follow any Health and Safety policies and procedures established by the municipality.

Supervision:

This position supports the Fire Chief in overseeing Fire Training, Fire Prevention, Public Education programs, Fire Assistant, and all Volunteer Firefighters.

Contacts:

Internal:

- Director of Emergency Services/Fire Chief
- CAO
- Mayor and Council
- Municipal Staff

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External:

- Various Federal/Provincial/Municipal agencies and organizations
- Police and Emergency Services Personnel
- Public Utilities
- Community Groups
- Suppliers
- External Agencies
- General Public

Working Conditions:

- Exposure to variety of indoor and outdoor environments.
- Exposure to inclement weather and hazards of emergency incidents.
- Exposure to incidents involving traumatic injury and loss of life.
- Strenuous physical exertion during fire ground and training evolutions.
- Extended work hours scheduled and unscheduled work in the evening and weekends, on-call, emergency call-outs.
- Travel to incidents, meetings, training, regional activities, etc.
- Typical work week is Monday to Friday, 40 hours per week, with ability to respond to emergency calls after hours and on weekends.

Physical Demands:

- Extreme physical, mental and emotional demands.
- Ability to remain sharp and attentive after long work hours.
- Ability to complete tasks involving heavy pushing, pulling and lifting (min of 50 lb.) and strenuous physical exertion during fire ground and training evaluations.
- Ability to wear self-contained breathing apparatus, bunker gear, structural firefighting boots, a helmet, and any additional required safety equipment for a prolonged period when conducting firefighting and/or investigations where applicable.
- These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

Impact of Error:

- Decisions have an impact on several functions such as fire prevention orders, risk management investigations and emergency control operations issues.
- Errors may cause very significant or long-term losses to the organization.
- Errors can result in greater loss of life and property, increased risk of municipal litigation or liability (legal and financial), the loss of Council and public confidence, increased risk of danger or injury to others, the loss of trust in management, poor employee morale, reduced public safety, and increased health and safety risks.
- Failure to lead and implement effective emergency management programs and plans could result in unnecessary risk to life and property and inability to

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effectively manage and resolve emergency situations.

- The lack of due diligence in the area of Occupational Health and Safety and/or workplace harassment prevention could result in corporate fines and personal criminal charges.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. To meet the needs of the Municipality of Trent Lakes, employees may be assigned other duties, in addition to or in lieu of those described above. Duties are subject to change at any time.

I have read the job description and understand the job requirements of this position and the expected standards of performance.

Employee

Date