

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Deputy Chief/ Fire Prevention Officer			
Reports to:	Fire Chief	Last Revision Date	March 2026
Department:	Emergency Services	Positions Supervised:	None
Position Status:	Full Time	Job Grade:	
Nature and Scope of Position:			
<p>The Deputy Chief/Fire Prevention Officer supports the Township’s fire prevention, public education, and emergency response functions through inspection, enforcement, training coordination, operational support, and community engagement. The position administers Fire Code inspections and fire investigations; develops and delivers fire and life safety education programs; ensures compliance with National Fire Prevention Act (NFPA), provincial, and municipal standards; and oversees departmental training and operational readiness. The role also manages key administrative functions such as records, reporting, burn permitting, and cost-recovery activities. When acting in command at emergency incidents, the Deputy Chief/Fire Prevention Officer provides on-scene direction and corrective action in the absence of the Fire Chief, contributing to safe, consistent operations and helping reduce community risk. This position requires a strong commitment to building trust and positive relationships within the community. The Deputy Chief/FPO must demonstrate the ability to work collaboratively with residents, farmers, business owners and community partners.</p>			
Key Result Areas	Major Responsibilities		Success Indicators
Regulatory Compliance	<ul style="list-style-type: none"> Assist the Fire Chief in fire scene investigations and identifies corrective or enforcement actions. 		<ul style="list-style-type: none"> Enforcement and corrective actions are clearly documented and resolved within required timelines.

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	<ul style="list-style-type: none"> • Performs inspections required under the Ontario Fire Code and the Fire Protection and Prevention Act (FPPA), including mandated inspections. • Issues inspection orders, notices, and enforcement documentation as required and completes all follow-up actions to ensure deficiencies are corrected. • Ensures departmental compliance with NFPA training, operational, and safety standards, and monitors updates to applicable standards. • Schedules and tracks equipment, apparatus inspections, and Personal Protective Equipment (PPE) compliance requirements to ensure operational readiness. • Provides corrective direction and on-scene disciplinary action when serving in command at emergency incidents in the absence of the Fire Chief, ensuring compliance with operational procedures and safety standards. • Supports the enforcement and consistent application of relevant legislation, codes, and municipal by-laws related to fire protection in coordination with the Fire Chief. 	<ul style="list-style-type: none"> • All mandated inspections are completed on schedule with accurate records. • Orders and notices followed up within required timeframes, resulting in timely resolution of deficiencies. • Compliance tracking aligns with relevant NFPA standards, and updates to the standards are communicated proactively. • Equipment and PPE remain in good standing with no missed inspections and minimal operational delays. • Enforcement actions are applied fairly and consistently, resulting in increased compliance and reduced repeat violations.
<p>Delivery of Programs & Services</p>	<ul style="list-style-type: none"> • Reviews commercial, industrial, and planning applications for fire safety compliance and provides recommendations to the Chief Building Official. 	<ul style="list-style-type: none"> • Application reviews are completed within service timelines and include clear, accurate recommendations.

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	<ul style="list-style-type: none"> • Conducts inspections and responds to public complaints regarding Fire Code infractions and open-air burning violations. • Plans, schedules, and administers fire prevention inspections including the preparation of related communications and social media content. • Develops, delivers, and maintains fire and life safety programs to reduce risk in the community. • Supports the maintenance and replacement of department equipment and supplies and coordinates with the fleet processes for vehicle maintenance and replacement. • Attends emergency incidents and based on operational needs, may assume incident command while responding in fire suppression, Incident Safety Officer, or other required support roles. 	<ul style="list-style-type: none"> • Complaints are resolved promptly with accurate documentation and improved compliance among property owners. • Programs achieve increased participation and demonstrate community risk-reduction outcomes. • Equipment and department vehicles adhere to the fleet maintenance program and procurement process.
Administrative	<ul style="list-style-type: none"> • Maintains accurate and organized records for inspections, incidents, certifications, and operational activities. • Prepares monthly and annual reports for Council and provides supporting data for departmental reporting. • Administers the Open-Air Burn Permit program. • Manages departmental documentation, scheduling, data tracking, and audit requirements for administration and operations. 	<ul style="list-style-type: none"> • Records are complete and filed according to the Township Records Management & Retention policies. • Permits are processed accordingly with reduced violations.

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	<ul style="list-style-type: none"> • Coordinates and documents revenue and cost-recovery activities. • Supports the annual review and development of departmental Safe Operating Guidelines (SOGs). 	<ul style="list-style-type: none"> • Cost-recovery submissions are accurate and completed on time. • SOG updates are completed annually with clear revisions reflecting current standards and operational needs.
Teamwork	<ul style="list-style-type: none"> • Acts as the alternate Community Emergency Management Coordinator (CEMC). • Adheres to Health and Safety policies and procedures to ensure a safe working environment. • Works cooperatively with team members and other departments as required. 	<ul style="list-style-type: none"> • Adheres to corporate and departmental policies and procedures. • Attendance at and completion of all training required by the Township of Huron-Kinloss.
Public Relations/Customer Service	<ul style="list-style-type: none"> • Provides professional and timely service to residents, businesses, and community partners. • Represents the Township in a courteous and knowledgeable manner on fire prevention matters. • Uses a supportive, educational approach when addressing safety concerns or Fire Code violations, balancing regulatory requirements with understanding. • Demonstrates cultural awareness of rural life, agriculture, volunteer fire service structures, and community relationships. 	<ul style="list-style-type: none"> • Communications are accurate, professional with minimal customer service complaints. • Responds to internal and external inquiries in a timely professional manner • Compliance improves following educational interventions, with reduced repeat offences.
Other related duties as assigned.		

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Qualifications

Education:

- Ontario Secondary School Diploma or equivalent.
- NFPA 1001 Firefighter Level I and II.
- NFPA 1033 Fire Investigation Level I or equivalent or plans to obtain within two years of accepting position.
- NFPA 1041 Fire Instructor Level I and II or equivalent or plans to obtain within two years of accepting position.
- NFPA 1521 Fire Safety Officer or equivalent or plans to obtain within first two years of accepting position.
- NFPA 1031 Fire Inspector I and II, or equivalent, or plans to obtain within two years of accepting the position.
- NFPA 1035 Fire and Life Safety Educator Level I or equivalent or within the first two years of accepting the position.
- Any IMS courses IMS 100, IMS 200.
- Possess Valid Ontario Class G Drivers Licence.

Experience:

- 5 years related experience.
- Background in the fire and emergency services.
- Good knowledge of fire prevention methods.
- Good knowledge of the Incident Management System (IMS) and Incident Command System (ICS).
- Experience with Firehouse or FirePro software will be considered an asset.

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- Strong knowledge and understanding of the Ontario Fire Code and Ontario Building Code and the National Fire Code as related to fire safety in residential, vulnerable occupancies and commercial occupancies.
- Knowledge in the safe operation of fire and emergency vehicles, equipment and protective devices.

Skills:

- Demonstrated ability to build rapport and trust.
- Comfortable working in environments where residents expect personal connection and community presence.
- Values teamwork, collaboration, and cooperative support.
- Excellent communication skills, both written and verbal and proven ability to adjust communication and approach depending on audience (e.g., seniors, youth, farmers, business owners).
- Well developed problem solving and analytical skills.
- Strong organizational skills and proven time management skills.
- Demonstrated skill and ability to work with community partners.
- Shows genuine interest in community well-being and demonstrates compassion.
- Strong computer and software knowledge and experience in Outlook, Microsoft Power Point, Word, and Excel.

Physical Effort & Working Conditions

- Works with interruption and is expected to meet deadlines. Exposure to disagreeable people and situations can be expected.
- Work regularly involves direct contact with the public, other levels of government, residents or staff to provide or obtain information and service that is important to the operation.
- May be exposed to physical hazards when inspecting or investigating facilities.

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Signatures/Approvals	Signature	Date
Incumbent:		
Department Head:		
Administrator:		

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.