



Pro-Tec Fire Services of Canada, ULC  
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## Job Description

Position Title	Deputy Fire Chief
Classification Title	Operations
Reports To	Fire Chief
Subordinate Positions	Captains & Firefighters on Assigned Crew

**To apply, please email a copy of your resume and Pro-Tec application to [dmitchell@protecfire.com](mailto:dmitchell@protecfire.com).**

**\*Applicants must be legal citizens of Canada and currently reside in Canada.**

### Position Summary:

As a member of the Aircraft Rescue and Fire Fighting (ARFF) team. This position provides overall operational and supervision of an ARFF crew in support of the Calgary International Airport's Emergency Response Services.

This includes, but is not limited to:

- Emergency Response
- Inspections
- Community Outreach
- Equipment Operation, Maintenance, and Overseeing Equipment and Truck Testing
- Fire Service Administration
- Initial level and Progressive Discipline of personnel on your respective crew and other crews as applicable.
- Incident Commander at incident until relieved by the Fire Chief.
- Assisting the Fire Chief in managing the department budget and Payroll as assigned.
- Manage the department shift schedule or any changes made thereof.
- Department Liaison to YYC personnel, managers, directors and any other organization in the airport community.

This position provides operational and management expertise in the attainment of annual goals and initiatives set by Pro-Tec and the Airport Authority.

### Main Responsibilities:

- The Deputy Fire Chief builds cohesive interdependent teams that work to achieve their respective objectives and, in collaboration with other crews, the overall Pro-Tec mission statement while instilling within their assigned crews, the Pro-Tec Core Values.
- Provide exceptional leadership, supervision, and consultation to all subordinates, ensuring that staff are given appropriate latitude for creativity within the bounds of accountability.

- Direct involvement when hiring new personnel, new recruitment agenda, overall selection, compensation and retention of firefighters.
- In collaboration with the other three Deputy Chiefs, develop and manage the department work schedule.
- Responsible for subordinate performance appraisals, evaluations, development, mentoring, and coaching.
- Provide staff with opportunities for training, career development, and help in the execution of a succession planning strategy.
- Build a cohesive team by providing opportunities so team members know of and value each other's expertise and skills, foster an environment where staff assume responsibility for each other's professional development and growth, providing opportunities for staff to work across programs to optimize the use of resources and achieve results, encouraging a passion for their work and a sense of team.
- Represent the ARFF team and act as and model the desired values, attitudes, skills and behaviors that contribute to a safe, ethical work environment and healthy team functioning.
- Maintaining a high standard of safety and work performance in the execution of assigned Crew's duties.
- Network effectively with the airport, their contractors, clients, and other emergency responders.
- Enforce Pro-Tec Fire Services core values of safety, service, efficiency, and excellence.
- Represent ARFF and the greater good of Pro-Tec Fire Services by providing input into the development and implementation of priorities regarding trends and concerns affecting the airport, their contractors, and clients, gaps in service, and opportunities for new services, and partnerships.
- Ensure a safe and healthy work environment for staff, visitors, YYC internal and external visitors by participating in workplace safety initiatives, formal and informal worksite safety, environment inspections and audits, ensure compliance and accountability with Pro-Tec's Health and Safety manual, ensure staff are trained and aware of the guidelines and standards for each program, mandatory training requirements are met, and renewal of required certification occurs.
- Guide the active participation of assigned crew in the Airport's SMS program by enforcing the nonpunitive aspect of the program.
- Responsible for using confidential information appropriately and maintaining the confidentiality and security of all information related to the company.
- Will act as the Fire Chief in its absence.
- Overall management of one or more secondary duties as listed below:
  - Health & Safety
  - Equipment maintenance and testing
  - Safety Management System (SMS)
  - YYC Fire Extinguishers Maintenance
  - All YYC Station 1 Training (regulated and non-regulated)
  - Consumables
  - PPE and Uniform
  - SCBA Maintenance and Fit testing

- Medical Response Oversight
- Standard Operating Guidelines Control
- Vehicle Testing, Truck Checks & Documentation
- Challenge Coin
- Ensure you and your team abide by all Department Standard Operational Guidelines (SOGs).

#### **Deputy Fire Chief Accountabilities:**

- Provide operational and airport expertise and advice in the implementation, monitoring, and continuous improvement of:
  - Emergency response services by assuming initial command, respond to and assist in the mitigating of:
    - Any type of Aircraft Rescue Emergencies.
    - Medical Response at the MFR Level.
    - Haz-Mat response at the operational level.
    - Fuel Spills.
    - Airside motor vehicle accidents.
  - Could also be tasked to take command of medical emergencies in the absence of AHS.
  - Stand-by for fueling, chemical transfers, and or bomb threats.
- Oversight of airside fire extinguisher inspections.
- Take part in community outreach by planning, developing, and participating in community safety and accident prevention projects.
- Assist in the development and participate in CARs mandated tabletop and full-scale exercises.
- Ensure equipment operation and maintenance are carried out by operating, maintaining and performing minor repairs to firefighting equipment
- Take part in the operation ARFF Firefighting apparatus when needed, communications equipment, SCBA, alarm monitoring systems, custodial and light maintenance services at fire stations and surrounding grounds.
- Ensure the crew maintains a high level of housekeeping at YYC Station 1 as per SOGs.
- Ensure completion of daily truck and equipment checks.
- Complete or task Captain to complete deficiency reports.
- Oversee the completion of monthly inventory of Dry Chemical, Nitrogen and Foam.
- Supervise and guide apparatus testing in accordance with manufacturers specifications, CARs and NFPA.
- Facilitate and take part in monthly, quarterly, semi-annual, and yearly mandated training.
- Adhere to all YYC rules and regulations
- Represent the ARFF team as a subject matter expert and champion of capacity building and excellence in fire and emergency response by acting as the incident commander in the absence of the Fire Chief and assist in post emergency investigations if required.
- Participate in assessment of current and future needs of the ARFF team, gathering input and feedback, utilizing evaluation tools, analyzing and reporting statistical and evaluative data.
- Network and facilitate partnerships with local, regional, provincial and federal subject matter experts and service providers.

- Direct involvement and implement Pro-Tec and Department Policies and Procedures within legislative, regulatory requirements and best practices.
- Represent the ARFF team internally and externally.
- Provide support to the Fire Chief on sensitive issues.

**Please note:** *The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for this position. The list is subject to revision and change by management in order to realign with new scope of duties that are mandated within the YYC contract. activities required of this position. The list is subject to revision and change by management to realign with new scope of duties that are mandated within the YYC contract.*

#### **Required Education and Experience:**

- Grade 12 or GED supplemented by technical training and/or post-secondary education in the fields of fire services.
- 10 years of related and progressive experience, including supervisory, leadership, and instructing experience is preferred.

#### **Required Knowledge, Skills, and Attributes:**

- Satisfactory completion of a job-related medical examination.
- Satisfactory completion of an in-house job-related physical fitness examination.
- The following courses and IFSAC, ProBoard, or IFE Canada certificates or equivalent are required for the position of Deputy Fire Chief:
  - Firefighter level 2 in accordance with the standards laid out in NFPA 1001.
  - Fire Service Instructor level 1 in accordance with the standards laid out in NFPA 1041
  - Fire Officer level 2 in accordance with the standards laid out in NFPA 1021.
  - Hazardous Material Spill Response at the Operation level in accordance with the standards laid out in NFPA 472.
  - ICS 300.
  - Remain CAR 323.14 compliant.
  - Maintain a current AVOP D with night endorsement license.
  - Maintain a current ROC-A license.
  - Maintain Transport Canada Security Clearance (Red RAIC).
  - Maintain valid First Aid at the MFR level, BLS level CPR.
  - Class 3 Driver's License with a Q Endorsement, with five (5) years of a clean driver's abstract.
  - Clear Criminal Record and Vulnerable Sector Check deemed satisfactory by Pro-Tec.

#### **Preferred Certifications:**

- The following IFSAC, ProBoard, IFE Canada certificates, or equivalent are considered preferred Qualification and Certification for the position of Deputy Fire Chief but not an absolute necessity:
  - Airport Firefighter in accordance with the standards laid out in NFPA 1003.

- ARFF Driver/operator in accordance with the standards laid out in NFPA 1002.
- Fire Officer level 3 in accordance with the standards laid out in NFPA 1021.
- Incident Safety Officer in accordance with the standards laid out in NFPA 1521.
- Hazardous Material Spill Response at the Technician and Incident Commander level in accordance with the standards laid out in NFPA 472.
- ICS 400.
- Bachelor's or master's degree in a related field.

**Expected Skills and Attributes:**

- Excellent knowledge of YYC SOPs and Pro-Tec SOGs.
- Excellent knowledge of the Canadian Aviation Regulation Part III.
- Analytical and creative thinking skills as a member of the ARFF team.
- Ability to solve problems, make decisions, negotiate and deal effectively with people in difficult situations and in emergency situations.
- Excellent knowledge of governance issues and ability to interpret policies.
- Excellent communication skills with the ability to communicate in the English language effectively in written and oral form.
  - Must maintain ongoing communication to anticipate and prevent potential problems, develop and maintain positive and effective working relationships with staff, the public, other YYC Contractor, often in difficult and or emergency situations.
- Proven supervisory capabilities; ability to motivate staff towards constant improvement and encourage staff to make recommendations, coaching, mentoring, performance management, and development.
- Act as an advocate, balancing the needs of staff and other local emergency responders with the needs of the company and the Airport.
- Make effective decisions that are well-informed and that reflect the input gathered from Airport Authority, their contractors, and other emergency responders.
- Strong work ethic and highly motivated, ability to work in a fast-paced environment and respond to action requests and competing deadlines in a timely matter.
- Very good working knowledge of MS Office: Word, Excel, PowerPoint, and Outlook.
- Maintain compliance with all Health and Safety regulations.

**Working Conditions:**

- Long periods of sitting, reading and concentration.
- Work in extreme weather conditions.
- Long exposures to extreme heat and cold.
- Must be able to work overnights, weekends, and holidays.
- Cannot be colour blind.
- Biological, physical, chemical and mental hazards are present, often in emergency situations.
- Physical ability and stamina to perform functions of the position:

- May be expected to carry loads weighing 9 to 18 kilograms (20 to 40 lbs) upstairs while wearing 23 kilograms (50 lbs) of protective gear or carry or rescue-drag individuals weighting over 90 kilograms (200 lbs).
  - Ability to bend and twist at the waist, raise arms overhead, and push or pull heavy objects.
- Possess adequate vision, hearing, mobility, and dexterity to perform all firefighting tasks.
- May encounter unpleasant interactions with clients that are in distress, including the potential for abuse, threats, and risk of bodily harm.
- Stress is associated with risk management and the responsibility for the safety and protection of citizens.
- Working at heights and within tight spaces – cannot be claustrophobic or acrophobic.