

TOWN OF SUSSEX / NEW BRUNSWICK

Deputy Fire Chief

An opportunity to help lead emergency response, training, and operational readiness for the Sussex Fire Department.



EMPLOYMENT	LOCATION	REPORTING TO
Full-time	Sussex, New Brunswick	Fire Chief

The Town of Sussex is seeking a Deputy Fire Chief to support the delivery of high-quality fire suppression, fire prevention, public education, and rescue services. The Deputy Chief provides operational and administrative leadership and acts for the Fire Chief when required.

POSITION HIGHLIGHTS

- Lead and manage emergency response and fire suppression operations.
- Oversee firefighter training and professional development.
- Support fire prevention, public education, and departmental planning.
- Supervise career and volunteer personnel and maintain operational readiness.

ESSENTIAL QUALIFICATIONS

- Firefighter I and II certification (or equivalent).
- NFPA 470 Hazardous Materials Awareness certification (or equivalent).
- At least three years of supervisory experience in the fire service.
- Valid New Brunswick 5E driver's licence and satisfactory driver's abstract.
- High school diploma or GED, and a satisfactory vulnerable sector check.

APPLY ONLINE

View the full role details and submit your application:
<https://loomexgroup.applytojob.com/apply/7AHdmwqDhm/Deputy-Fire-Chief>



The Loomex Group is managing recruitment on behalf of the Town of Sussex. The successful candidate will be employed by the Town of Sussex.

POSITION DESCRIPTION

Deputy Chief

Position Overview

The Deputy Chief is responsible for ensuring the delivery of high-quality fire suppression, fire prevention, education, and rescue services for the residents of Sussex, New Brunswick. The role manages fire operations, emergency response operations, and departmental training to ensure operational readiness is maintained. The Deputy Chief is also a key member of the Sussex Fire Department's senior management team, providing leadership, communication, administrative, and technical skills. The role also assists in long-term planning. The Deputy Chief reports to the Fire Chief.

Major Responsibilities**Administration**

- Assume full responsibility for the Fire Chief's duties and decisions when the Fire Chief is absent in order to maintain leadership and operational continuity.
- Develop and maintain various departmental documents, such as policies, standard operating procedures, guidelines, and the annual budget.
- Represent the fire department by serving on the Joint Health and Safety Committee (as required).
- Ensure accurate records are maintained for compliance tasks (such as training, incident reporting, and health and safety).
- Analyze operations and training data to produce reports (as required).
- Help manage the fire department's resources, providing technical guidance as appropriate.
- Address concerns and complaints based on severity.
- Maintain and organize documentation and data related to departmental responses, training, firefighter competency assessments, and overall performance statistics.
- Oversee work plans, assignments, projects, and workflows. Job Description Deputy Chief
- Assign operational, training, and station duties to the fire department's career firefighters.
- Assign operational and training duties to the fire department's volunteer personnel.
- Complete employee evaluations, as well as performance coaching and management (as required).
- Participate in the recruitment process and make recommendations about the selection of recruit firefighters.
- Schedule and oversee regular medical and fitness tests for all of the fire department's employees.
- Serve on committees (as required).

Emergency Response

- Lead and manage the fire department's emergency response operations (such as command, incident safety officer, and tactical operations).
- Manage the fire department's suppression division.
- Ensure the fire department's firefighting equipment and vehicles are operated and maintained properly, designating operators for those resources (as required).
- Take all reasonable measures to prevent, control, and extinguish fires to protect life and property in compliance with municipal bylaws and the Fire Prevention Act for New Brunswick.
- Provide supervisory support during emergency measures operations.
- Facilitate post-incident sessions (as required).
- Participate in an on-call rotation schedule.

Training

- Organize, oversee, and deliver the fire department's training program to ensure that the career and volunteer personnel are adequately prepared to respond to all types of emergencies.
- Ensure that an ongoing training schedule is prepared and followed.
- Prepare and facilitate promotional processes for the fire department's firefighters and officers.
- Maintain a thorough and up-to-date knowledge of adult learning principles in order to instruct/educate the fire department's staff.
- Provide specific training—such as first aid training—to Sussex employees (as required). Job Description Deputy Chief

Fire Prevention

- Facilitate public relations through education and community outreach initiatives.
- Represent the Fire Chief as a "Local Assistant to the Fire Marshal" by enforcing bylaws and carrying out duties related to the Fire Prevention Act for New Brunswick.
- Support the development and maintenance of pre-incident plans.
- Maintain an understanding of fire prevention and investigation techniques and procedures.
- Research new fire prevention and investigation techniques and methodologies to ensure that effective service is delivered on a continuous basis.
- Comply with fire prevention laws and regulations.

Equipment and Facilities Maintenance

- Ensure the fire department has effective maintenance, inspection, life cycle, and replacement programs for critical aspects of its operations, such as:
 - apparatus, tools, and equipment
 - atmospheric monitoring system
 - breathing air system
 - hoses
 - nozzles
 - personal protective equipment
 - uniforms
- Determine the specifications of the gear and personal protective equipment needed to meet the needs of the fire department.
- Ensure the fire department's firefighting and first aid equipment/vehicles are operated and maintained properly, designating operators for those resources (as required).
- Manage station inventories and supplies.

Emergency Management

- Carry out future emergency management activities as assigned.

Minimum Qualifications

Education, Training, and Experience

- High school diploma or a GED program Job Description Deputy Chief
- Firefighter I and II (New Brunswick Firefighter Certification Program or equivalent)
- NFPA 470, Hazardous Materials, awareness-level certification (or equivalent)
- At least three years of supervisory experience in the fire service
- Competency using Microsoft Office applications (such as Word, Excel, and PowerPoint)

- Valid 5E driver's license for the Province of New Brunswick, as well as a driver's abstract that is satisfactory to Sussex
- Vulnerable sector check that is satisfactory to Sussex

Knowledge and Skills

- Extensive knowledge of the operation and maintenance of all types of fire service apparatus and equipment
- Extensive knowledge of the methods used to combat, extinguish, and prevent fires
- Extensive knowledge of rescue duties, auto extrication, hazmat identification, and safety practices
- Knowledge of directing and supervising the principles of fire safety
- Experience in training delivery
- Demonstrated leadership, team building, conflict resolution, coaching, and mentoring skills
- Strong time management and organizational skills
- Strong commitment to upholding high standards of occupational health and safety
- Efficient analytical thinking skills, problem-solving skills, and decision-making skills
- Effective communication skills (both written and verbal) with the ability to prepare reports, policies, and standard operating procedures
- Ability to react quickly and remain calm under duress and strain
- Ability to establish and maintain effective working relationships with staff members, volunteers, and stakeholders
- Ability to represent a fire department in a professional manner
- Sufficient endurance and strength to perform prolonged work under arduous conditions

Preferred Qualifications

Education, Training, and Experience

- Post-secondary education at a recognized educational institution in fire service administration, public administration, business administration, management, or related technical subjects
- NFPA 470, Hazardous Materials, operations- or technician-level certification (or equivalent)
- NFPA 1021, Fire Officer, Level 3 certification (or equivalent)
- NFPA 1031, Fire Inspector, Level 1 certification (or equivalent)
- NFPA 1041, Fire Service Instructor, Level 1 certification (or equivalent)
- Fire Investigation NB or NFPA 1033, Fire Investigator, certification (or equivalent)
- NFPA 1521, Incident Safety Officer certification (or equivalent)
- Emergency management training or experience
- Fire Attack Management and Incident Command System certifications
- Other fire-related education, fire-related training or NFPA Proboard/IFSAC certifications
- Medical first responder qualification
- Extensive technical experience (fire suppression, fire prevention, or rescue)
- Experience working with volunteer firefighters

Hours of Work

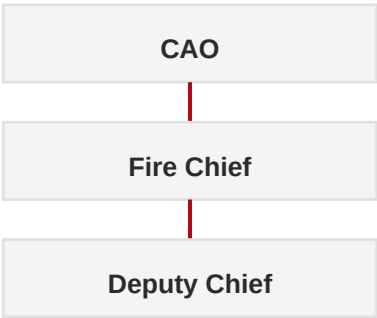
- In order to support the training responsibilities related to the Deputy Chief role, the incumbent will have a modified work schedule that includes a combination of daytime and evening hours.
- The Deputy Chief will participate in an on-call rotation schedule.

Work Location

The source job description lists on-site, hybrid, and mostly remote options without selecting one. Work arrangement to be confirmed by the Town of Sussex.

Organizational Structure

The reporting structure for the Deputy Fire Chief position is shown below.



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