

# Deputy Chief/Fire Prevention Officer

Municipality of Brockton

Task List



**Summary:** This position supports the Director of Fire and Emergency Services in all aspects of operations related to the Walkerton & Elmwood Fire Departments. This position coordinates, oversees, and participates in all aspects of the department's fire prevention, public education, and inspection programs and evaluates program successes. This position is responsible for the enforcement of fire service legislation such as the Fire Protection and Prevention Act, the Ontario Building Code, and applicable NFPA codes, ULC standards and applicable by-laws. This position will coordinate and implement prevention/public education initiatives. The Deputy Chief is responsible for comprehensive fire prevention inspections of all classes of buildings and occupancies.

**Location:** Brockton

**Class:** Full-time, 35 hours per week

**Department:** Fire

**Reports To:** Director of Fire and Emergency Services

**Remote Work:** May be available for this position **Last Updated:** September 2025

**Supervises:** Walkerton Training Officer  
Walkerton Captains  
Walkerton Firefighters

## Tasks:

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### Fire Operations

1. Supports the Director in all operational aspects associated with fire services in the absence of the Director.
2. In charge of all Fire Department Apparatus including:
  - All general firefighting equipment and gear.
  - Portable equipment.
  - Specialty equipment: Auto Extrication Equipment, Rope Rescue equipment, and others as assigned.
3. With assistance from the Director of Fire and Emergency Services, arrange for maintenance and scheduling annual safety checks and repairs to apparatus and equipment there in, as required under Ministry of Transportation of Ontario (MTO), National Fire Protection Association (NFPA) and manufacturers recommended schedules.
4. Share on call weekend responsibilities as requested by the Director of Fire and Emergency Services.
5. Support the operations of the Brockton Regional Training Centre including but not limited to opening facilities, providing welcomes/safety talks for new classes, ensuring programs run smoothly with all the resources required, ensuring equipment used for classes is cleaned, maintained and returned to service, closing of facilities following classes and assisting with testing.
6. Notify the Director of Fire and Emergency Services of any deficits causing apparatus or portable equipment to be taken out of service.
7. Assists with the preparation of specifications for the purchase of apparatus and equipment.
8. Ensures that annual pump capacity and certification testing is completed, reported and entered into the data management system.
9. Completes acceptance testing of new apparatus and equipment.
10. Ensures testing and calibration of specialized equipment is completed as needed.
11. Assists the Chief with liaison with the water department in order to ensure an adequate flow of water in new waterworks projects and the adequate maintenance of existing waterworks facilities for the use of the department.
12. Ensures routine cleaning and housekeeping of the fire station including required monthly checks on building infrastructure.
13. Arranges for maintenance and repair of fire station infrastructure.
14. Provides input regarding design and construction related activities for fire related projects.
15. Assists with the issuance of clothing, equipment and cleaning supplies.
16. Assists in the preparation of the yearly budget.

17. Attend officers meeting as scheduled by the Director of Fire and Emergency Services.
18. Assists the training officer with documentation, scheduling, standards and conducting training.
19. Review apparatus checks and address any deficiencies indicated by the Operator of each apparatus.
20. Obtain pertinent information at occurrences and complete required documentation.
21. When acting as Incident Command (IC), communicate with Police, Emergency Medical Service (EMS) and other agency representatives when they are present.
22. Assist in developing Standard Operating Guidelines (SOG's) as required.
23. Submit completed notes for each emergency call.
24. Make recommendations to the Director of Fire and Emergency Services regarding operational procedures, training activities, and equipment purchases.
25. Act as the alt CEMC as a member of the Municipal Emergency Control Group as required.
26. As assigned acts on behalf of the Director of Fire and Emergency Services to conduct fire investigations to determine the origin and cause. Assesses fire scenes and applies the criteria for contacting the Ontario Fire Marshall for assistance and prepares the necessary forms are completed.

## **Emergency Response**

27. Respond to emergencies when paged by Dispatch provider or at the request of the Director of Fire and Emergency Services. Typically, will assume the role of Incident Command, Safety Officer, or crew leader as determined by available personnel resources on scene.
28. Supervise the fireground to ensure that Officers and Firefighters operate in a manner consistent with established guidelines and accepted firefighting methods.
29. Assists in the determination of the cause of fires in conjunction with other Officers and other agencies as deemed necessary and ensures the necessary forms are completed for each response and type of occurrence.
30. Provides direction to officers, pump operators and firefighters as required.
31. Perform all duties in accordance with Standard Operating Guidelines.
32. Ensure, and assist in cleaning and returning equipment to service after an emergency.
33. Record any equipment deficiencies.
34. Keep equipment issued in good condition.
35. Participate in apparatus checks.
36. Attend training sessions as scheduled to acquire the knowledge and skills required of the position.
37. Attend specialty training sessions as scheduled by the Director of Fire and Emergency Services.
38. Participates as a member of the Fire Department Management Senior Leadership Team.
39. Recognize job performance problems in others; bring the matter forward to the Director of Fire and Emergency Services so that corrective actions can be taken.
40. Assist the Director of Fire and Emergency Services in creation, communication and implementation of performance management steps for staff.
41. Carries out discipline of staff when required based on the Brockton discipline policy and reports results to the Director of Fire and Emergency Services.
42. Advise the Director of Fire and Emergency Services of any recommended changes in guidelines or methods necessary to maintain or increase firefighting efficiency.
43. Indirectly supervises co-operative education students creating learning opportunities. Ensures the students have appropriate PPE, are trained, and respond to emergency calls to complete accountability when they are trained to do so. Is the point of contact for co-operative education teachers and students as they complete their course requirements.
44. Maintain workload consistent with directives established through annual review or priorities with the Director of Fire and Emergency Services.

## **Fire Prevention and Protection Act**

45. Assists in preparation of the prevention and education budget.
46. Conducts comprehensive Fire Prevention Inspections of all building classifications and occupancy types, enforces the Ontario Fire Code under the Fire Prevention & Protection Act (FPPA).
47. Completes appropriate reports on all inspection findings, writes orders and makes recommendations to improve building and occupancy fire safety.
48. Identify and track best practices and trends/advances in the fields of fire prevention, suppression, emergency response, communications and public education for possible applications by the Municipality.
49. Coordinates the department's fire prevention program to include fire safety presentations, fire extinguisher training and

Fire Prevention Week activities.

50. Maintains regular fire loss statistics, receiving, processing and follow up of inspection reports.
51. Liaison with regulatory officials/agencies in Fire Prevention at the Federal, Provincial and inter-municipal levels; represent the Municipality at court/judicial proceedings.
52. Prepare concise timely reports/recommendations and periodically attend meetings of Council, Committees, public and/or other meetings.
53. Development, promotion and implementation of a public education programs under the direction of the Director of Fire and Emergency Services.
54. Assist in forecasting the Municipality's needs of Fire Prevention including identification of potential risks and public safety hazards.
55. Conducts and coordinates Vulnerable Occupancy checks and assists with Community Risk Assessments.

## **Other**

56. Undertake special projects and perform other duties as assigned in accordance with Fire Department or Municipal objectives.
57. Complies with Municipality of Brockton policies and procedures.
58. Performs other tasks as assigned by management.

## **Education/Experience/Skills**

1. Ontario Secondary School Diploma or equivalent.
2. Minimum eight (8) years of satisfactory firefighting experience required, two (2) of which are in the Captain role
3. Good knowledge of modern firefighting and fire prevention methods.
4. Good knowledge of The Municipality and surrounding areas protected by agreement.
5. Good knowledge of the Incident Management System and Incident Command System.
6. Must have the ability to supervise, maintain discipline, have good judgment, be resourceful and in good physical condition.
7. Must have strong computer skills, in Microsoft Power Point, Word, and Excel.
8. Superior interpersonal skills including the ability to work effectively in a team environment.
9. Valid driver's license with a minimum D level and a Z endorsement.
10. Valid CPR, AED and First Aid, HCP level and First Responder equivalent.
11. A thorough knowledge of the Ontario Fire Code and Ontario Building Code.
12. NFPA 1001 Firefighter Level I and II or equivalent
13. NFPA 1002 Pump Operator or equivalent knowledge
14. NFPA 1021 Fire Officer Level I required and be willing to take Level II, III & IV.
15. NFPA 1033 Fire Investigation Level I or equivalent, or plans to obtain within two years of accepting position, dependent upon course availability.
16. NFPA 1041 Fire Instructor Level I and II
17. NFPA 1521 Fire Safety Officer or equivalent, or plans to obtain within first two years of accepting position, dependent upon course availability.
18. NFPA 1031 Fire Inspector I and II, or working towards achieving certification, within 5 years of accepting the position, dependent upon course availability.
19. NFPA 1035 Fire and Life Safety Educator Level I, or working towards achieving certification within the first two years of accepting the position, dependent upon course availability.
20. Satisfactory Police Criminal Record check.
21. The ability to respond to the Walkerton Fire Hall within thirty minutes for the purpose of responding to significant emergency calls efficiently and effectively and in a timely fashion.

## **Physical Effort and Working Conditions**

1. Work is performed in a standard office environment with minimal exposure to hazards.
2. Work is also performed in the field for Fire Prevention Inspections and fire investigations with possible exposure to hazards.
3. It is expected that this position will respond to emergency scenes and will for the majority take a roll of supervision, however, may be required to put on a pack and perform firefighting skills as needed based on attendance.
4. The mental effort requires a significant degree of concentration on a variety of activities and the processing and interpretation of information.

5. There are constant interruptions, deadlines and changes of priorities.
6. Certain problems to be addressed require the ability to research to solve.
7. Required to interact politely and effectively with internal and external stakeholders and to respond on behalf of the CAO and Director of Fire & Emergency Services to inquiries.
8. Hours of work are varied depending upon demand for services. Attendance at evening meetings or events will be required for this position.
9. Regularly required to prioritize variable workload.
10. Sustained manual dexterity is required to operate normal office equipment.
11. Work generally has a low risk of injury.
12. Significant mental attention required due high variety of activities and the processing and interpretation of information, involving complexity.
13. There are constant interruptions, deadlines and changes of priorities.
14. Certain problems to be addressed require the ability to research to solve.
15. Required to interact politely and effectively with internal and external stakeholders and to respond to and on behalf of the CAO and Council.
16. Hours of work are fairly consistent, but depend upon the demand for services. Attendance at evening meetings or events will be required for this position and response after hours for urgent serious matters.
17. Work generally has a low risk of injury and exposure to hazards, but could have medium to high risk of injury and exposure to hazards. This position must give onsite direction and guidance to staff working more directly with more demanding working conditions, risks and hazards.
18. Conducts field and facility inspections as required.
19. Errors could cause high potential for significant monetary loss, high potential for major embarrassment or loss of credibility due to high profile and public service nature of work.
20. Must be able to lift, move, and climb a ladder.
21. Required to open and close valves and be able to advance with hose while discharging water.
22. Must be able to carry heavy loads up and down stairs.
23. Must be able to wear Self Contained Breathing Apparatus and pass the required time for donning SCBA.
24. Must be in good health and have a complete physical at any time as the Director of Fire and Emergency Services of the department may require.
25. Must be able to climb in and out of apparatus cab.
26. Must be able to stand for long periods of time operating apparatus pump.