



Internal/External Posting

Regional Deputy Fire Chief

Vulcan County, conveniently located in beautiful sunny southern Alberta, is a vibrant and progressive rural community with prime farming, ranching, residential, leisure and recreation opportunities. Strategically situated one hour south of Calgary and one hour north of Lethbridge, we offer a rich quality of life in a rural setting.

We are currently seeking a Regional Deputy Fire Chief to join our Protective Services Team. Reporting to the Director of Protective Services, this individual serves as the principal assistant and support in the delivery of the regional fire services program.

Responsibilities:

- Oversee and Coordination of the regional training program.
- Oversee the Coordination and implementation of an equipment maintenance program.
- Oversee the Coordination of fire prevention education programs and activities.
- Assist with Operational Oversight.

Qualifications:

- See Job description for complete list of required qualification.

Vulcan County offers a competitive remuneration package including health benefits and participation in the Local Authorities Pension Plan.

A detailed job profile including specific job duties and qualifications is available at vulcancounty.ab.ca.

Interested candidates are invited to submit in confidence a comprehensive resume with salary expectations to:

Douglas Headrick, Director of Protective Services
Vulcan County, Box 180, Vulcan, Alberta T0L 2B0
Email: psc@vulcancounty.ab.ca

Applications will be accepted until Friday, November 14, 2025. We thank all applicants, however, only those selected for an interview will be contacted.



JOB DESCRIPTION

Regional Deputy Fire Chief

SUPERVISOR: Director of Protective Services

Approved: October 14, 2025

1. Purpose of Position

- 1.1 Under the direction of the Director of Protective Services, serves as a principal assistant and support in the delivery of the regional fire service program including organizing, directing, supervising, and coordinating activities, ensuring effective and efficient operation of the regional service in the absence of the Director. Core duties will include but is not limited to the delivery of a regional training program, training records management, equipment maintenance program, recruit training, Safety Codes functions, and coordinating fire prevention programs and activities.

2. Organization Structure

This position:

- 2.1 Reports to the Director of Protective Services.
- 2.2 The Regional Deputy Fire Chief's direct reports are the Vulcan County Fire Prevention Officer and all District Fire Chiefs.

3. Program Responsibilities

This position (not listed by priority):

- 3.1 Assist in the preparation and development of firefighting plans, procedures, and departmental policies; track trends, anticipate issues that may impact emergency services, and prepare recommendations to the Director.
- 3.2 Collaborate with other municipal staff in Vulcan County and the fire districts; build partnerships with other municipal partners and provincial agencies to advance the interests of effective fire services for the area.
- 3.3 Assist in the Operational and Capital financial planning for Regional Fire Service; identifying and advancing entrepreneurial and partnering options; provide long and short term planning in areas of responsibility; train fire fighters; direct preventive maintenance programs; train staff in procedures and standard operating guidelines; mentor fire fighters; direct or coordinate Critical Incident Stress Debriefing internally and externally as needed.

- 3.4 Provides direction to Fire Prevention Officer regarding the Fire Prevention Programs, Public Fire Education Programs requiring regular reports and adherence to accepted Professional guidelines, codes, and standards.
- 3.5 When required, provide fire service and emergency scene command including scene evaluation, strategy, and tactics to be employed, direction of emergency personnel and resources to bring the situation effectively and efficiently to a safe conclusion.
- 3.6 Participate as an on-call duty Officer on a rotational basis to provide timely assistance and /or guidance to staff, citizens, partners and the fire districts during emergencies, complaints, or other requests.
- 3.7 Conduct cause and origin fire investigations as mandated by the Quality Management Plan in accordance with applicable legislation in the jurisdiction of Vulcan County and partners of the Joint Quality Management Plan.
- 3.8 Provide development, direction, and delivery of regional and local training to fire fighters and outside organizations; including detailed data entry and file management of training topics, courses seminars and certifications completed or achieved as required.
- 3.9 Promote fire prevention in the region through public appearances and public information education presentations.
- 3.10 Coordinate, schedule, direct and personally conduct training of personnel in the methods of firefighting, rescue, medical and in the use of equipment for emergency response.
- 3.11 Assist with the general upkeep, orderliness, maintenance and operation of all emergency equipment, apparatus, stations, and training facilities.
- 3.12 Upon designation, direct personnel, apparatus, and equipment at emergency scenes ensuring compliance with standard operating guidelines of Vulcan County Emergency Services.
- 3.13 Consult with the Director of Protective Services for approval of fire service policy/direction/priorities and interpretation of Vulcan County and Vulcan County Emergency Services policies and procedures.

- 3.14 Must adhere to all safety standards under the Occupational Health and Safety Legislation, Workers Compensation Board, County Policies and Procedures relating to safety.
- 3.15 Assist with the recruitment of firefighters through promotion, encouragement, and support for all fire districts.
- 3.16 Deliver or cause to be delivered, a recruit basic training program to ensure basic competencies are attained prior to recruits responding to emergencies.
- 3.17 Conduct life safety inspections as mandated by the Quality Management Plan in accordance with applicable legislation in the jurisdiction of Vulcan County and partners of the Joint Quality Management Plan.
- 3.18 Ensure that assigned budget responsibilities are monitored and expenses are within the current budgeted allocations.
- 3.19 Assist in the administration of the Medical First Response program in conjunction with the Director of Protective Services, the local fire districts, and Alberta Health Services.
- 3.20 Previous experience working with volunteer firefighters and an understanding of the unique challenges volunteers deal with.
- 3.21 As this position is designated as a First Responder, the individual must reside within Vulcan County, within a thirty (30) minute response time to the Tri-Services Building at 16507 Range Road 244.
- 3.22 Perform other related duties as required or assigned when responsibilities necessitate.
- 3.23 In the event of a municipal emergency or the declaration of a state of emergency this position shall be considered as a resource which may be called upon by the Director of Emergency Management (DEM).

4. Qualifications

- 4.1 The ideal candidate for the position will have recognized professional training in Fire, Rescue and Medical Services from a certified training facility, in-house equivalent, or any other post-secondary institution for the foregoing standards.

4.2 A minimum of five years' progressive experience in a Chief Officer Position in a Municipal Fire Service.

Preference will be given to candidates with experience in a recognized municipal rural fire service with a strong background in the area of training programs.

The Following Are The Minimum Training Requirements:

- 4.2.1 Have a minimum of a high school diploma or equivalent; with preference given for post-secondary education in Fire Administration or Fire Sciences
- 4.2.2 NFPA 1001 Level 2 (Fire Fighter Qualifications)
- 4.2.3 NFPA 1002 up to aerial operations
- 4.2.4 NFPA 1041 – Level 2 (Fire Instructor Qualifications)
- 4.2.5 NFPA 1021- Level 1 (Fire Officer)
- 4.2.6 ICS 300 – Incident Command System
- 4.2.7 NFPA 470 Awareness & Operations
- 4.2.8 NFPA 1051 Wildland Firefighter Level 1
- 4.2.9 Blue Card Command System
- 4.2.10 Basic Safety Codes Officer Certification (Fire Discipline)
- 4.2.11 Standard First Aid & CPR
- 4.2.12 Valid Class 5 Alberta Driver's License with Q (Air Brake Endorsement)
- 4.2.13 Experience in Fire, Rescue Service Training, Prevention and Operations
- 4.2.14 NFPA 1006 Rope Rescue Awareness and Operations
- 4.2.15 Working knowledge of the National Fire Code AB Ed, National Building Code Ab Ed, Alberta Safety Codes Act, Forest and Prairie Protection Act,

The Following Training Are Considered An Asset:

4.2.16 NFPA 1021 – Level 2

4.2.17 NFPA 470 Technician

4.2.18 NFPA 1521 Incident Safety Officer

4.2.19 ICS 400

4.2.20 Instructor certification in ICS 100 and 200.

4.2.21 Valid Class 3 or greater Alberta Driver's License with Q (Air Brake Endorsement)

4.2.22 Safety Codes Officer Certification Inspector Level B2 and Investigator Level C2

4.2.23 EMR – Emergency Medical Responder or higher

5. Required Knowledge, Abilities and Skills

- 5.1 Be knowledgeable of public relations and conflict resolution techniques, good observation, problem-solving and decision-making skills. The ability to deal with stressful situations and to react quickly with good judgment, diplomacy, and tact;
- 5.2 Demonstrate mature written communication and report writing skills and strong computer skills in a Windows environment with specific skills and experience in MS Word, Excel, and appropriate industry software programs such as First Due
- 5.3 Possess a high degree of moral and ethical character;
- 5.4 Possess a high degree of integrity, professionalism, and confidentiality;
- 5.5 Ability to work well in a high paced, developing working environment;
- 5.6 Ability and desire to support, coach, mentor, lead and develop subordinate staff and volunteers to maximize their time, talents, and resources for effective, efficient service to external and internal customers;
- 5.7 Support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the Counties' mission and values;

- 5.8 Work cooperatively as a deputy and team player sharing expertise, knowledge, and action in support of the Director of Protective Services, the Counties Management team and CAO respectively;
- 5.9 Proven ability to make rapid decisions in complex situations with tight time constraints under adverse conditions;
- 5.10 Continually update knowledge, expertise, personal development in Leadership, Managerial and Emergency domains;
- 5.11 Have a constant awareness of internal and external customers, directing all efforts to service them;
- 5.12 Effective interpersonal skills in dealing with ratepayers, citizens, co-workers, volunteers, and Council;
- 5.13 Good planning and organizational skills, demonstrating initiative and innovation;
- 5.14 Recognize changing priorities and approaches, showing common sense and sound judgment aligning with the overall vision and values of the County;
- 5.15 Awareness of split second strategic or tactical decisions made in emergencies that are positively or negatively impacted on life safety, degree of victim trauma, extent of property damage, financial impacts, liability, and insurance premiums;
- 5.16 Understanding ramifications of decisions, effects on service to the public and volunteers, staff, policies, procedures, and possible liability to the County;
- 5.17 Ability to hold confidential matters in strict confidence.

APPROVAL



Chief Administrative Officer

October 14, 2025
Date