

Job Vacancy

Position:	Deputy Chief-Fire Education, Prevention & Emergency Management	Wage Range:	\$131,207 – \$156,212
Job Posting:	011-012-2026	Job Class:	9
Department:	Fire	Shifts:	35 hours/week
Division:	Prevention	Posted:	January 14, 2026
Status:	Full Time	Closes:	January 21, 2026, 4:30pm

Primary Duties and Accountabilities include, but are not limited to:

- Develop and implement strategies in line with the City's corporate strategic plan.
- Establish priorities and control work quality as they pertain to:
 - Emergency Management
 - Public Education
 - Prevention / Enforcement
- Set framework of daily, monthly, and annual work to be completed by Division; oversee work practices and procedures.
- Analyze relevant legislation / regulations and ensure procedures are in place to mitigate community risks in line with the 3 lines of defense.
- Establish operating guidelines and policies for delivery of prevention services; ensure a quality level of efficient services is provided in compliance with Provincial legislation / Municipal guidelines and policies.
- Analyze legislation / regulations, policies and procedures to ensure compliance.
- Coordinate the preparation of departmental reports to City Council on changes, improvements, plans and projects and make presentations to City Council on these matters.
- Prepare and review various reports.
- Establish and maintain relations of trust with stakeholders, co-workers and community partners. E.g. PUC, MOE, etc.
- Consult with groups, agencies, citizens, Provincial Ministries, other Municipal Departments on service delivery (ie. service expansion, reduction and needs).
- Prepare and administer divisional budget and assist in departmental budget preparation.
- Ensure purchasing, payroll and accounting procedures for the department are performed in accordance with City Policy.
- Review and respond to various requests; e.g. Freedom of Information, Committee of Adjustment, Planning Department Applications, etc.
- Review and approve; Alcohol and Gaming Commission Applications, Propane Facility Level I & II RSMP plans in accordance with TSSA Regs., "Vulnerable Occupancy" Fire Drill Scenarios and Fire Safety Plans, etc.
- Member of Senior Fire Management; administer and negotiate Collective Agreement.
- Review for approval; reports, time sheets, major purchases, etc.
- Devise remedial actions for identified issues and conduct crisis management.
- Supervise employees in accordance with City policy and applicable collective agreements inclusive of ensuring satisfactory work performance, maintaining acceptable conduct and taking appropriate disciplinary action.
- Maintain a thorough working knowledge of the City's health and safety policies and procedures and ensure application in all Divisions.
- Perform all other related duties, as assigned.

Qualifications:

- University Bachelor's Degree, in a related field, e.g. Business Administration, Finance, etc.
- Successful completion of the following:
 - NFPA 1031 Fire Inspector Level 1
 - NFPA 1033 and /or NFPA 921
- Successful completion of the following, is preferred:
 - BCIN Certification – Fire Protection & General Legal Process
 - NFPA 1021 Fire Officer Level 1 and 2
 - Basic Emergency Management (BEM)
 - NFPA 1031 Fire Inspector Level 2
- Knowledge and understanding of:
 - Ontario Fire Code and Fire Protection and Prevention Act
 - Fire Investigation
 - Ontario Building Code and Act
 - Court proceedings
 - Emergency Management and Civil Protection Act
- Ten years progressive managerial/supervisory responsibility in fire services.
- An equivalent combination of Post-Secondary Education (eg. College Diploma in Fire Protection, Architectural Engineering, Certification in Fire Services, Fire Services Executive Management) and additional progressive experience in Fire Services may also be considered.
- Valid class 'G' license.
- Computer literacy in Microsoft including experience in Excel, Word and Outlook.
- Exceptional communication and interpersonal skills.
- Ability in decision-making and problem-solving.
- Maintain confidentiality and exercise discretion and judgment.
- Organize time to perform the duties of the position, in a fast paced, high volume, demanding setting and meet deadlines.
- Meet and interact with people in a pleasant, professional and reassuring manner.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 011-012-2026 Deputy Chief - Fire ED., PREV. & EM

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Integrated Accessibility Standards Regulation, Part III, Employment Standards.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*