

**DEPUTY CHIEF**

**16 Month Eligibility List**

**Winnipeg Fire Paramedic Service**

**Posting No: 120174**

***The City of Winnipeg is a vibrant and dynamic organization with many opportunities!***

***We offer a diverse and welcoming work environment that delivers quality services to our citizens.***

**Closing Date: 20-August-2021**

**Job Profile:**

As a member of the Executive Team, the Deputy Chief will work collaboratively with other executive members participating in the short-term and long-term strategic direction and goal setting for all department plans, policies, and related activities. Reporting to the Chief of Fire & Paramedic Service, the Deputy Chief is directly responsible for providing leadership and direction for the divisions and branches of the assigned portfolio. The Deputy Chief is also responsible for planning, organizing, coordinating, and directing the delivery of a variety of emergency services and programs for the department and the City of Winnipeg.

The Deputy Chief may act for the Chief of Fire & Paramedic Service in their absence. They will exercise considerable independence of judgment and action in carrying out assignments in accordance with departmental policies, plans, and objectives. They will apply risk management process to matters related to all safety issues, liability exposure and loss of control in ensuring the services are consistent with the level of service authorized by council and reflects the needs and interests of the community. They may assume command and coordinate fire and medical resources and operations at major incidents. The Deputy Chief may be assigned special projects by the Chief of Fire & Paramedic Service. This position represents the Service on designated special committees as well as prepares and presents administrative reports at Standing Committees, or to the offices of the Chief Administrative Officer or Chief Financial Officer.

On a scheduled rotational basis, the Deputy is required to attend emergency incidents as necessary on a 24 / 7 basis.

To provide candidates with well-rounded knowledge of management of the Winnipeg Fire Paramedic Service and enable succession planning, incumbents may rotate divisions and reporting relationships at the discretion of the Fire & Paramedic Chief.

**As the *Deputy Chief,*****you will:**

1. Participate extensively in the formulation of departmental policies, procedures, regulations, and program objectives. Responsible for providing administrative and technical advice to the Chief of Fire & Paramedic Services on operational issues and matters as required.
2. Participate in the critical decision-making at the senior management level. Analyze issues thoroughly, considering options, providing recommendations and making decisions consistent with the attainment of Emergency Response Service goals.
3. Manage department personnel through leadership, evaluation, monitoring, communication, and planning to ensure that staff function efficiently and effectively.
4. Work closely with HR regarding all matters relating to Human Resources issues as the impact on the Operational Branch.
5. Establish and maintain positive working relationships with the community, unions, media, and other agencies. In addition, maintain close liaison with Federal, Provincial, and other Municipal authorities on matters related to the portfolios.
6. Confer regularly with Assistant Chief(s) on matters relating to operational issues.
7. Manage emergency response resources effectively to provide efficient services.
8. Ensure that all Operational specialty programs in Fire/Rescue and Paramedicine are monitored, up-dated and that personnel are able to provide the service in an efficient and effective manner.
9. Take actions necessary to ensure a high degree of safety for the public and department personnel, within the scope of existing legislation and ensures the initiation of effective Paramedic, Fire/Rescue operations and other mitigation efforts.
10. Identify and recommend priorities for operating requirements, determining costs and preparing justifications so that proposed budgets are in accordance with council direction and meet community needs.
11. Work collaboratively with senior officers to identify operational training needs for the development and implementation of mandated training programs.
12. Responsible for ensuring that the appropriate Health and Safety training and education are provided for all personnel.
13. Promote and facilitate public relations, public education and media relations activities by providing assistance, making presentations, participating in special activities.
14. May be scheduled as on-call executive officer, and may assume responsibility and command at major emergency incidents in order to provide strategic command in directing resources to address the incident.
15. Perform any other duties consistent with the classification, as required.

**Your education and qualifications include:**

**Education / Certification / Training:**

1. The ideal candidate will have a degree in Public Sector Management, Master’s degree in Public Administration, Business Administration or a related field. **Note:** Consideration may be given to applicants with an acceptable and equivalent combination of education, training, and experience.
2. Certification in the following is considered an asset:

• Level I & II Fire Fighting – desirable.

• Primary Care Paramedic, Intermediate Care Paramedic, Advanced Care Paramedic, ACPP – desirable.

• Fire Service Instructors – desirable.

• Fire Prevention Officer – desirable.

• Public Educator – desirable.

**Experience:**

1. Fifteen (15) or more years’ experience of combined roles in emergency services.
2. Combined background experience in two or more of the following areas would be considered an asset: Fire Suppression, Paramedicine, Rescue, Safety, Emergency and Disaster Management, Project Management, Infrastructure or Facilities Management.
3. Five (5) or more years of experience managing in a highly complex unionized operational environment including various aspects of human resource management, such as recruitment, performance management, labor relations, succession planning and strategic development.
4. Seven (7) or more years of demonstrated experience in the development, application, and modification of Emergency Service Operational policies, procedures and protocols.
5. Five (5) or more years’ experience being progressively responsible in a leadership role in Emergency Fire and Medical Response Systems.
6. Five (5) or more years’ experience in dealing with a wide variety of stakeholders, and ability to research and prepare comprehensive written reports.
7. Four (4) or more years’ experience in working collaboratively within a multidisciplinary environment.

**Knowledge, Skills & Abilities (KSA’s):**

1. Demonstrated knowledge of fire, emergency service, and City of Winnipeg organization, operating requirements, policies, and procedures.
2. Demonstrated initiative and resourcefulness in problem solving.
3. Demonstrated commitment to employment equity and ability to implement an employment equity program.
4. Demonstrated leadership, managerial organizational, analytical, and decision-making abilities.
5. Abilities in planning, strategizing, organizing and investigating labour relation matters.
6. Ability to express ideas clearly and concisely both orally and in writing.
7. Ability in communicating and establishing effective working relations with elected officials, media, internal and external agencies, staff, and the general public.
8. Ability to identify, prioritize and solve problems.
9. Ability to work under stressful situations.
10. Ability to research and prepare comprehensive written reports.
11. Demonstrated interest in professional development, continuing education and ability to complete additional education as suitable for the position.

**Conditions of employment:**

1. The successful applicant must possess and maintain legal eligibility to work in Canada.
2. Clear Level 2 Security Check with the Winnipeg Police Service, satisfactory to the employer will be required from the successful applicant. Check will be scheduled by the Winnipeg Fire Paramedic Service with the Winnipeg Police Service.
3. Police Information Check and Police Vulnerable Sector Check (original copy) from the City of Winnipeg Police Service (RCMP or provincial equivalent), satisfactory to the employer. Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit: <https://winnipeg.ca/police/pr/PIC.stm#online>.
4. Must possess and maintain a valid Manitoba Class 4 Driver’s License (or provincial equivalent), satisfactory to the employer. Documentation must not have any alcohol related charges / convictions. Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of recruit training. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS.
5. Valid Driver Safety Rating Scale Statement (original copy) from the Manitoba Public Insurance (or provincial equivalent), satisfactory to the employer. Documentation must be no more than minus four (-4) on the Driver Safety Rating scale. Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit <https://www.mpi.mb.ca/en/DL/DL/DSR/pages/dsroverview.aspx>.
6. Driver’s Abstract (original copy) from the Manitoba Public Insurance (or provincial equivalent), satisfactory to the employer. Documentation must be current and have been completed within the previous thirty (30) days prior to date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit <https://www.mpi.mb.ca/en/DL/DL/Records/Pages/drv-records.aspx>.
7. Willingness and ability to participate in the after-hours on-call rotation as scheduled by the Fire & Paramedic Chief
8. Willingness and ability to successfully complete additional training and/or certificates relevant to this position’s duties within specified timeframes, if requested by WFPS management, is a condition of employment.

**CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

* Citizen & Customer Focus
* Respecting Diversity
* Ethics and Values
* Integrity and Trust
* Results Oriented

**HOW TO APPLY:**

**APPLY ONLINE,** including all documentation listed below by **4:30 pm, Friday, August 20, 2021.**

1. Applicants must submit a resume clearly indicating how they meet the qualifications of the position. **(Required)**
2. Proof of completion of a degree in Public Sector Management, Master’s degree in Public Administration, Business Administration or a related field. **Note:** Consideration may be given to applicants with an acceptable and equivalent combination of education, training, and experience. **(Required, if applicable)**

**\*Applications submitted without REQUIRED documentation will not be considered. \***

**NOTES:**

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](http://winnipeg.ca/hr/howtoapply.stm) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](http://www.winnipeg.ca/hr/YourCareer.stm) as part of the recruitment process.

**Position Type: 16 Month Eligibility List**

**Hours of Work: 8:30 am – 4:30 pm – Monday to Friday (35 hours / week) (plus on-call rotation)**

**Salary: $7,179.23 Biweekly**

**Location: Headquarters – 2nd Floor, 185 King Street**

**Contact Person: Monique Stone, Human Resource Consultant**

**Phone No.: 204-986-6117**

**Position Reports To: Fire & Paramedic Chief**

1. Applicants will be required to undergo assessments to determine their knowledge, abilities and skills as they relate to the qualifications of the position.
2. An eligibility list will be established from this competition and will remain active until December 31, 2022. Candidates who are successful in this recruitment process will be placed on an eligibility list for further consideration for future Deputy Chief vacancies until December 31, 2022.
3. If successful candidates are not provided an offer of employment by December 31, 2022, they will need to reapply to an open recruitment. At that time, they will be required to complete and submit a new application package using current document versions that will be posted on the City of Winnipeg’s website at the time of their re-application. Application or test marks will not be carried over to future recruitments.

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Requests for Reasonable Accommodation will be accepted during the hiring process.**