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Assistant Deputy Chief - AMENDMENT

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

The Calgary Fire Department (CFD) is searching for a highly skilled and progressive leader for the position of Assistant Deputy Chief, a key member of our management team. Please visit www.calgary.ca/Fire for detailed information about this opportunity. Primary duties include:

- Participate as a member of the leadership team in the management of the respective division; potentially including planning, coordination, and supervision of all aspects of CFD's day-to-day Fire Operations, Operations Support, and/or Training Programs.
- Build and maintain intradepartmental relationships and community partnerships to assist with emergency response planning that will support safe and efficient operations.
- Strategize and execute short and long-term divisional and individual goals and objectives involving project, business, and budget planning.
- Participate on corporate projects and contribute to departmental objectives involving CFD strategic plans, policy and procedure development, and the evolution of equipment and IT, within area of responsibility.
- Work with and build relationships with IAFF Local 255 Executive members to proactively engage in effective labour management relations including performance management, grievances and grievance presentations, arbitrations, assisting with the collective bargaining process, policy development, and participating in/chairing relevant meetings.
- Lead investigations, apply corrective discipline, resolve human rights issues based on CFD and corporate policies, procedures, rules and regulations, and partner with senior management as appropriate.
- Be available and assume on-call work responsibilities as assigned, on a rotational basis.

Qualifications

- A completed one semester certificate in fire service administration or a related management certificate and at least 10 years of progressive operational experience in a municipal fire or emergency service. Consideration will be given to individuals without a certificate who have extensive operational experience in fire or emergency service leadership and development roles.
- Intermediate proficiency using Microsoft Office (Word, Excel and Outlook) is required.
- A valid Alberta Class 5 Drivers license (or provincial equivalent) and the use of a personal vehicle for work is required.
- Knowledge and experience with project management, procurement, budgeting, and asset management in a municipal environment will be considered assets.
- Adeptness in preparing and delivering clear and concise reports will be an asset.
- Demonstrated ability to lead change, innovation and promote leader accountability including the ethical behaviours integral to a respectful and inclusive workplace.
- Preference will be given to applicants who have demonstrated the following competencies: effective leadership, strong communication, the ability to establish positive working relationships, provide quality customer service, confidentiality, social/emotional intelligence, critical thinking, time management, and strategic planning.

Pre-employment Requirements

- An enhanced security clearance and vulnerable sector search will be conducted.
- External candidates must provide a current driver's abstract with no more than 3 driving related convictions and no more than 3 demerits in the past 3 years, prior to the date of hire.
- Successful applicants must provide proof of qualifications and references prior to hire.

Note: Those invited to an initial interview are required to provide an essay (up to 1000 words) titled: **"Personal History of Values-Based Leadership"**. Reflecting on your career to date, consider what values you have employed to help define your career path and guide your decision making. Explain how a values-based approach helped guide your journey so far, and how you will continue to use a values-based approach to navigate challenges that you will be expected to manage as an Assistant Deputy Chief. Reference specific situations from your professional work history and expand upon how these past value-based decisions will help inform your future strategies and decisions to be an effective leader in the Assistant Deputy Chief role. Direction will be provided on deadlines and submission process.

Union: Exempt	Business Unit: Calgary Fire Department
Position Type: 4 Permanent	Location: 4144 11 Street SE
Compensation: Level F \$91,425 – 140,027 per annum	Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week	Apply By: October 23, 2023
Audience: Internal/External	Job ID #: 308456
Amendment: Apply By date	

Apply online at www.calgary.ca/careers