

Deputy Fire Chief

Date: Jan. 2, 2019

Location: City of Weyburn – Fire Hall

The City of Weyburn is a dynamic and progressive community located in the heart of Southeast Saskatchewan. Recently voted the best place to live in the Prairies by MoneySense Magazine, the city has a population of over 10,500 and a solid economic and community foundation upon which new opportunities are continuously built.

Responsibilities:

- Assist in the development and maintenance of policies and procedures for the Weyburn Fire Department;
- Assist with adequate record system for the operation of the department, prepare payroll for all firefighting, training and weekend stand-by;
- Investigate fires and prepare city and provincial fire reports;
- Prepare monthly and annual reports for council;
- Maintain a training program which is equivalent to NFPA 1001;
- Maintain a sound Fire Prevention Program;
- Maintain a Fire Inspection Program related to the appropriate Fire Code;
- Assist in conducting and ensuring an appropriate fire inspections and investigations process are in place and active when required;
- Enforce all rules and regulations as set out in provincial OH&S and City of Weyburn safety regulations;
- Performing the duties of the Fire Chief in their absence;
- Keep well-informed of fire technology by being a member of the Canadian and provincial associations of fire chiefs, meeting with other fire chiefs and attending applicable courses and seminars; and
- Performing other duties as assigned.

Qualifications:

- Applicant has successfully completed NFPA 1001 – Professional Firefighter Qualifications.
- Two (2) to four (4) years firefighting experience.
- Extensive knowledge of acts, regulations and bylaws governing the fire department.
- Valid Class 3 Drivers License.
- Preference may be given to applicants with administrative/managerial experience.

Additional Information:

- **Job Status** – Full time.
- **Benefits** – The City of Weyburn offers a competitive salary and comprehensive benefits package to full time employees.
- **Application Deadline** - This position will remain open until a suitable candidate is found.

To Apply:

Please submit your resumes and cover letters directly to careers@weyburn.ca or drop off your information at city hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.