32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

Tel: 819-673-2512
Fax: 819-673-2542

EMPLOYMENT OPPORTUNITY
2nd Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITON:

TITLE:	**Deputy Fire Chief**
Location:	**44 George Cheezo Road, Nemaska, Quebec, J0Y3B0**
Salary:	**(Min. $46,840.00 – Max $70,260.00) plus northern allowance.**
Closing Date:	**August 19, 2022**
Employment Status:	**Permanent, subject to six (6) months probation**

Summary of Position:

The Deputy Fire Chief is responsible for assisting the Fire Chief in the planning, organization, coordination and direction of all firefighting operations, fire prevention activities, and ambulance services for the Cree Nation of Nemaska (CNN). Expected to act as a full back-up to the Fire Chief, the Deputy Fire Chief may be required to act as the sole authority and command at the scene of a fire.

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Duties and Responsibilities

Functional Responsibilities:

- Ensure that firefighters are responding to emergencies in a safe and appropriate manner as per policies and procedures; report to Fire Chief if policies and procedures are not adhered to.
- Coordinate and assist in carrying out the inspection, maintenance and testing of fire protection equipment, vehicles, and search and rescue equipment in accordance with the standards for the inspection, maintenance, testing and retirement of in-Service vehicles and equipment. Make recommendations to the Fire Chief on the replacement and repair of equipment.
- In the absence of the Fire Chief, act as officer in charge (take sole command) at the scene of a fire-related emergency and oversee all aspects of the operation to ensure a safe, effective, and controlled response (e.g., communications, evaluation of site conditions, determining and directing activities at the scene, including fire fighters).
- Ensure all work is done in accordance with established policies and procedures

Administration and Reporting Responsibilities

- Maintain efficient and accurate record keeping, files, documents, records and statistics, on fires in the Cree Nation of Nemaska.
- Fulfill all reporting requirements attributed under Fire By-law(s) and related to all applicable federal and provincial legislation. Maintain on-going communication and provide reports to the Fire Chief as required.
- Provide information to the Fire Chief to help with the development of short, medium, and long-term operational plans based on needs of the community.
- Participate in the preparation and implementation of the community's emergency preparedness plan, in collaboration with other emergency services.

Management responsibilities

- In collaboration with the Fire Chief, develop individual objectives of direct reports and ensure that the performance is aligned with the team's and individual objectives.
- In conjunction with the immediate supervisor, conduct periodic performance evaluations of direct reports.
- Produce schedules of firefighters to ensure that sufficient staffing levels are maintained at all times, in order to operate efficiently.
- Promote ongoing, effective and open communication with staff members.
- Evaluate the knowledge and skills of firefighters; identify needs and propose training to the Fire Chief for approval.

Additional Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through attendance at meetings, conferences, and training seminars.
- Act as a back-up/replacement for one or more members of the Public Health and Safety department.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- High School Diploma with additional training program in fire protection technology or a related field.
- Valid Class 4A Driver's license.
- First aid certification.

Experience:

- One to three years of relevant experience.
- Experience in staff management.

Languages:

- Spoken fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities:

- Customer focused and service oriented.
- Proven ability to keep information confidential.
- Knowledge of the Fire Protection and Prevention Act, Occupational Health and Safety Act and other related schedules.
- Knowledge of fire prevention technology and techniques.
- Knowledge of the Quebec Building Code; and knowledge of building construction and hydraulics as they apply to the Quebec Fire and Building Codes.
- Advanced working knowledge of fire protection and prevention methods, rescue procedures and safety procedures.
- Strong leadership skills.

Working Environments

The Deputy Fire Chief works at the fire station as well as on emergency sites. The incumbent is responsible for working regular hours as per the determined schedule, with one hour off for lunch, but could be called outside of the regular work hours. In addition, because of the nature of work, attendance may be required at odd hours and weekends for emergencies.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Interim Director of Human Resources
Cree Nation of Nemaska
32 Machishteweyaau Trail
Nemaska, Quebec
J0Y 3B0

Tel: 819-673-2512 ext.313
Fax: 819-673-2542
Email : lwapachee@nemaska.ca