



The Petrolia & North Enniskillen Fire Department
is currently recruiting for a

VOLUNTEER DEPUTY FIRE CHIEF – FIRE PREVENTION & PUBLIC EDUCATION

The Deputy Fire Chiefs are next in rank to the Fire Chief and assist the Fire Chief in the prevention and suppression of all fires, the training and health and safety of personnel, and in maintaining proper discipline and service efficiency. The Deputy Chiefs are also responsible for management of the fire prevention, public education, training, and operations divisions of PNEFD.

Key Responsibilities:

- Assume command of the services in the absence of the Fire Chief.
- Ensure that all personnel are compliant with all rules, regulations, policies, guidelines, and procedures. Maintain order within the PNEFD ranking system.
- Respond to all emergencies and evaluate emergency operations by receiving and reviewing relevant information and task performance to ensure compliance with PNEFD operating guidelines.
- Participate in the on-call Chief rotation with other Chief Officers to ensure support of all emergency incidents and incident commanders.
- Assume command at an incident, as necessary and if requested by on site incident commander.
- Assist with facilitation, development, and implementation of all fire and emergency service plans.
- Assist with facilitation and development of capital and operating budgets and assist in the administration of these budgets.
- Assist the Fire Chief with the duties of "Chief Fire Official" as outlined in the Fire Protection and Prevention Act, 1997, Division C.
- Ensure that all buildings, vehicles, and equipment are maintained and kept in proper operating condition and that all fire apparatus are properly inspected and ready for immediate use.
- Develop and coordinate a system to ensure all businesses are inspected bi-annually and that all Vulnerable Occupancies are inspected as required.
- Oversee the Junior Firefighter Program in conjunction with Summer Student Staff.
- Monitor and manage the Fire Extinguisher training program for requests for service by businesses and members of the public.
- Serve on committees as requested or assigned.

Skills and Requirements:

- 2+ years experience as a Captain;
- 2+ years management experience;
- 18 years of age or older and legally entitled to work in Canada;
- An Ontario secondary school diploma (Grade 12) or equivalent;
- Standard First Aid certificate and a valid CPR for Health Care Providers (Level HCP) certification.
- NFPA 1001 Level I & II certification.
- Valid Class "DZ" driver's license with a satisfactory Driver's Abstract;
- Ability to attend meetings and training on nights, weekends, and holidays;
- Ability to understand and communicate clearly in English, both oral and written;
- Ability to cope in high stress situations;
- Ability to work as a team member;
- Ability to obtain and provide a satisfactory vulnerable sector criminal record search;
- Must be physically fit to handle the sustained, intense, physical effort often required to perform these duties

Full Job Description can be requested from Jess Smith at 411 Greenfield Street.

Resumes to be submitted in confidence no later than **4:30 pm on Friday July 17, 2026**

Resumes clearly marked "Volunteer Deputy Fire Chief – Fire Prevention & Public Education" to be directed to:

Town of Petrolia
411 Greenfield Street

Petrolia, ON N0N 1R0

or electronically to: jsmith@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process.