

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER

POSTING #2026-28 DEPUTY FIRE CHIEF (Permanent, Full-Time)

The Town of Hanover is seeking an experienced and community-minded fire service leader to join the Hanover Fire Department as Deputy Fire Chief. As a key member of the department's leadership team, the Deputy Fire Chief will help guide the delivery of essential fire protection and emergency services while supporting a culture of professionalism, preparedness, and continuous improvement. This role offers a unique opportunity to contribute to the department's ongoing success through operational leadership, service and firefighter development, and a steadfast commitment to community safety.

Position Summary

The Deputy Fire Chief serves as the second-in-command of the Hanover Fire Department (HFD), providing leadership, operational oversight, and administrative support under the direction of the Fire Chief. The role is responsible for asset maintenance, emergency operations, fire prevention and community risk reduction. The Deputy Fire Chief supports the delivery of municipal and contracted fire protection services, specialized technical rescue services, and a comprehensive firefighter training and certification programs to maintain operational readiness, compliance, and competency across all service areas.

A comprehensive position description detailing the role, responsibilities and functions is enclosed.

Experience, Skill and Ability Requirements

- Minimum eight (8) years of progressive firefighting and fire operations experience required
- Minimum five (5) years of fire officer experience preferred
- Minimum five (5) years of progressive leadership and management experience
- Experience with OFM certification testing and programs, and managing training, technical rescue and municipal emergency programs
- Experience conducting inspections, and fire prevention and public education activities
- Knowledge of all applicable federal, provincial, and local laws, codes and regulations governing fire and rescue operations and related activities
- Progressive, continuous improvement mindset with the ability to effectively organize competing priorities, make well-informed decisions, and manage outcomes
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
- Proficient analytical, time-management and organizational skills with ability to respond and adapt quickly in a dynamic, fast-paced environment
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally
- Computer proficiency, including MS Office and Adobe Acrobat, with ability to learn new programs; experience with databases such as FirePro, Stillwater, and financial software is an asset

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- Ability to effectively lead, coach, and motivate diverse teams
- Must be physically able to execute the bona fide occupational requirements of the position, including achieving required physical standards for testing, certification and executing emergency response activities.

Education / Certifications / Licenses

Required:

- Ontario Secondary School Diploma or equivalent
- Valid Ontario DZ Driver's License with Z endorsement in good standing
- Valid CPR, AED, First Aid, and medical response qualifications
- NFPA 1001 Firefighter Level I and II
- NFPA 1002 Driver/Operator or equivalent
- NFPA 1021 Fire Officer Level I and II
- NFPA 1041 Fire Instructor I and II
- NFPA 1521 Incident Safety Officer
- NFPA 1030 First Responder Inspector and Fire Inspector (or willing and able to achieve as quickly as possible).
- NFPA 1035 Fire and Life Safety Educator Level I (Level II is an asset)
- NFPA 1072/470 Hazardous Materials Awareness and Operations
- NFPA 1006 Ice Water Rescue Technician
- NFPA 1006 Surface Water Rescue Technician
- NFPA 1006 Swiftwater Rescue Technician
- NFPA 1006 Rope Rescue Technician
- NFPA 1006 Common Passenger Vehicle Extrication Technician

Preferred:

- NFPA 1021 Fire Officer III
- NFPA 1033 Fire Investigation
- NFPA 1026 Incident Command
- Experience with OFM certification testing
- Experience managing technical rescue programs
- Experience with municipal emergency management

Additional Requirements

- Must reside within 5km of the Hanover Fire Station in accordance with municipal by-laws
- Vulnerable Sector Check, Driver Abstract and CVOR yielding results satisfactory to the Town
- Must be willing and able to act as a responding on-call firefighter, with flexibility to accommodate irregular hours as required for emergency response, training, and/or other department activities

Compensation and Benefits

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is \$78,260.00 to \$91,000.00 based on a 35 hour work week.

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Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-28 by email, mail, or in person by 4:00pm on Wednesday, October 7, 2026 to:

**Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Artificial Intelligence (AI) is not used to screen candidates. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.



Job Description

Prepared: February 2024
Reviewed: September 2026
Reviewed By: Fire Chief

Position Title: Deputy Fire Chief

Department: Fire Department

Reports To: Fire Chief

Supervises: Directly: Training Officer
Volunteer Fire Officers
Volunteer Suppression Staff

Indirectly: Co-operative Education Students

Position Status: Full Time

Location: Hanover Fire Department

Pay Method: Salary based on established hourly rate

Normal Work Week: 35 hours per week

Management Status: Management; Supervisory

Remote Work Eligibility: Rare

Position Summary

The Deputy Fire Chief serves as the second-in-command of the Hanover Fire Department (HFD), providing leadership, operational oversight, and administrative support under the direction of the Fire Chief. The role is responsible for asset maintenance, emergency operations, fire prevention and community risk reduction. The Deputy Fire Chief supports the delivery of municipal and contracted fire protection services, specialized technical rescue services, and a comprehensive firefighter training and certification programs to maintain operational readiness, compliance, and competency across all service areas.

Duties and Responsibilities

Operations

- a) Provides operational leadership, supervision, and command of HFD emergency response activities, ensuring personnel, apparatus, and specialty response programs remain operationally ready.



- b) Ensures emergency operations are conducted in accordance with National Fire Protection Association (NFPA) standards, Department Standard Operating Guidelines (SOGs), Incident Command System principles, Occupational Health and Safety requirements, and accepted fire service practices; assumes Incident Command, Safety Officer, or other operational roles as required.
- c) Supports operational planning and service delivery improvement, including risk assessment, pre-incident planning, hazard assessments, operational procedures, equipment and apparatus requirements, staffing models, and training priorities.;
- d) Represents the department in municipal emergency management activities and Emergency Control Group activations while maintaining knowledge of municipal geography, response areas, hazards, infrastructure, and mutual-aid/service agreements.
- e) Assumes full authority and responsibility for the operation, administration, emergency response, regulatory compliance, and continuity of HFD during the Fire Chief's absence, including representing the department with Council, the Chief Administrative Officer (CAO), Emergency Control Group, media, partner agencies, and other municipalities.
- f) Oversees the maintenance, testing, certification, compliance, and operational readiness of all department apparatus and equipment, ensuring deficiencies are addressed and equipment is removed from service when required; recommends repairs, replacement, upgrades, and acquisitions; participates in acceptance testing, and supports capital and lifecycle planning.
- g) Provides operational oversight of HFD's technical rescue programs, ensuring appropriate training, equipment readiness, SOGs, competency evaluation, documentation, and risk management.;
- h) Maintains operational competency across all technical rescue disciplines, participates in technician-level training and responses, and supports regional rescue agreements and mutual-aid operations.
- i) Responds to emergency incidents as required, assumes command responsibilities, and enters or authorizes entry into hazardous environments when necessary to achieve emergency objectives; supports fire investigations, incident documentation, post-incident reviews, and corrective actions.
- j) Liaises with municipal departments related to fire protection infrastructure, including water supply, hydrants, fire flow, and emergency access; provides fire service input into infrastructure projects, new developments, and changing community risks and needs.
- k) Oversees the safe, functional condition and maintenance of fire department facilities and systems; coordinates repairs and monitors building, emergency power, exhaust, compressor, and training systems while supporting future station

planning and facility improvements.

- l) Serves as the department's senior Fire Prevention Officer and Assistant to the Fire Marshal, providing leadership, administration, enforcement, and continuous improvement of fire prevention and community risk reduction programs in compliance with applicable legislation, codes, municipal by-laws, OFM requirements, NFPA standards, and department policies.
- m) Improves the department's fire prevention program based on the Community Risk Assessment, identifying and prioritizing fire and life safety risks, establishing risk-based inspection priorities, ensuring legislative documentation requirements are met, and providing the Fire Chief with analysis and recommendations on prevention trends, priorities, and resource needs.
- n) Conducts and oversees fire and life safety inspections and enforcement activities across all building classes and occupancies, including routine, complaint, occupancy, vulnerable occupancy, follow-up, and compliance inspections; ensures legislative compliance, accurate documentation and reporting, investigates complaints, issues orders and notices, and participates in enforcement and prosecution when required.
- o) Oversees a comprehensive fire prevention and community risk reduction program focused on year-over-year growth in inspections, fire safety plan review and approval, Ontario Fire Code compliance, complaint investigations, public education, and targeted community risk reduction initiatives.
- p) Reviews, approves, and enforces fire safety plans and fire protection requirements under the Ontario Fire Code, ensuring owners understand their responsibilities and evaluating evacuation procedures, fire alarm and sprinkler systems, standpipes, emergency lighting, fire separations, and fire department access.
- q) Reviews building plans, drawings, and development proposals and provides fire service input on access, fire protection systems, water supply, occupant safety, emergency routes, and code compliance; participates in municipal development review processes.
- r) Liaises effectively with government ministries, agencies, consultants, and contractors, members of the public, other municipal departments, and municipal staff, to administer department activities.
- s) Promotes a high standard of customer service and a collaborative approach with the public, external stakeholders, as well as to all internal customers. Responds to both internal and external inquiries and investigates complaints to ensure documented follow-up and compliance with legislation and corporate policies.
- t) Develops, coordinates, and evaluates community risk-based public education programs, including school programs, public events, fire prevention campaigns,

home safety visits, and smoke/CO alarm education, while coordinating department participation in community events and maintaining activity records.

- u) Coordinates and supports the Alarmed for Life program, delivering and tracking public education on smoke and carbon monoxide alarms, home escape planning, and fire prevention practices while maintaining program statistics and identifying trends.
- v) Provides leadership, direction, and oversight of the department's training and certification program; establishes training objectives with the Fire Chief to ensure operational readiness in line with applicable standards, and ensures documentation demonstrates due diligence and regulatory compliance.
- w) Provides oversight of firefighter certification and competency programs, ensuring member progression, compliance, and consistent OFM-approved testing across firefighter, hazardous materials, technical rescue, driver/operator, and officer development programs, while evaluating competency and readiness.
- x) Ensures firefighter and officer competencies are maintained through continuous evaluation and corrective training, aligning training priorities with community risks, incident findings, legislative changes, and current fire service practices.

Human Resources

- a) Supports the Fire Chief in personnel leadership and management, providing direction, mentorship, and performance management while addressing concerns and supporting recruitment, retention, succession planning, member development, and student placements.
- b) Maintains appropriate personnel documentation, including attendance, payroll and operational performance matters.
- c) Champions the corporate mission and values departmentally and corporately; fosters positive workplace culture and promotes a high level of collaboration and engagement.

Spending, Budgets & Internal Control

- a) Supports the Fire Chief in the development and administration of operating and capital budgets, grant applications, and funding opportunities, while monitoring expenditures within assigned portfolios.
- b) Maintains confidentiality of municipal, departmental, resident, business, and personnel information.

Health and Safety

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to managers,

supervisors, and employees. Monitors, implements, enforces, and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

- a) Performs all other duties and responsibilities as assigned.

Education, Skills, and Experience

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Skills and Abilities

- Knowledge of all applicable federal, provincial, and local laws, codes and regulations governing fire and rescue operations and related activities
- Progressive, continuous improvement mindset with the ability to effectively organize competing priorities, make well-informed decisions, and manage outcomes
- Well-defined sense of diplomacy with strong communication (written, oral and interpersonal), public relations and customer service skills
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Physical Demands and Working Conditions

- Work is performed in a combination of office, station, training, and emergency response environments, with requirement to perform duties outdoors in all weather conditions.
- Required to work in hazardous emergency situations, including but not limited to structure fires, motor vehicle collisions, hazardous materials incidents, medical emergencies, technical rescues, and other emergency events.
- May be exposed to smoke, fire, hazardous materials, infectious diseases, bodily fluids, traffic hazards, falling objects, collapsing structures, extreme temperatures, and other dangerous conditions.
- Requires moderate to strenuous physical exertion at times, including climbing, lifting, carrying, crawling, bending, standing for extended periods, working on uneven terrain, and entering small or restricted spaces.



- Required to wear and operate in personal protective equipment, including self-contained breathing apparatus (SCBA), during emergency response, training, and operational activities.
- Work may include exposure to traumatic incidents and critical decision-making.
- Work is subject to unusual and unscheduled hours, including evenings, weekends, statutory holidays, and executing on-call requirements.
- Required to attend evening meetings, training sessions, public education events, and community functions on a regular basis.

Contacts

Internal: Fire Chief
 Training Officer
 Volunteer Fire Department Members
 Town Staff
 Co-operative education students
 Council

External: General Public
 Government agencies
 Service providers
 Other Fire Departments

Public Relations: Media

Review

Department Head:		Date:
Human Resources:		Date:

Approval

CAO:		Date:
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