



Job Description
Deputy Chief of Operations
Truro Fire Service
Permanent Full-Time Position (non-union)
June 2026

Position Summary

Reporting directly to the Fire Chief, the Deputy Chief of Operations is a senior leadership position responsible for the leadership, administration, and continuous improvement of the department's emergency response operations. The role provides both strategic and operational leadership in support of a professional, responsive, and community-focused fire service.

The Deputy Chief of Operations plays a key role in supporting the operational readiness of Truro Fire Service through leadership in emergency response, training, equipment management, health and safety, workforce development, and operational planning. Working collaboratively with career and volunteer members, municipal administration, emergency service partners, and the community, the Deputy Chief supports the effective delivery of professional and responsive fire and emergency services.

Working Relationships

The Deputy Chief of Operations works closely with career and volunteer members of Truro Fire Service, municipal administration, emergency service partners, regulatory bodies, and the community to support the effective delivery of fire and emergency services.

Supervision and Leadership

This position provides operational leadership to career and volunteer members and may act on behalf of the Fire Chief, as delegated. The Deputy Chief supports departmental planning, emergency response readiness, and continuous improvement across operational areas.

Working Conditions

This position involves both office and field-based work and requires availability to respond to emergency incidents, attend meetings, participate in training, and support operational matters outside regular business hours as required. The role may involve exposure to physically and mentally demanding emergency environments.

Decision Making and Accountability

The Deputy Chief of Operations is responsible for exercising sound judgement in operational, administrative, and leadership matters within the scope of the position. The role is accountable for supporting service delivery, operational readiness, staff leadership, and compliance with applicable legislation, standards, policies, and collective agreement provisions.

Internal and External Contacts

Internal contacts include career and volunteer members of Truro Fire Service, municipal administration, and other Town departments. External contacts include emergency service partners, regulatory agencies, contractors and service providers, and members of the public.

Key Responsibilities

Emergency Operations

- Respond to emergency incidents and direct tactical operations as required.
- Assume the role of Incident Commander or Safety Officer at emergency scenes.
- Participate in the Chief Officer on-call rotation.
- Maintain operational readiness and support effective emergency response capabilities.

Leadership and Administration

- Assist in the management and coordination of departmental resources and operations.
- Provide technical and professional advice on fire service matters.
- Represent the Fire Chief as Local Assistant to the Fire Marshal when required.
- Act on behalf of the Fire Chief during absences, as delegated.
- Serve as project manager for departmental initiatives and special projects.

Training and Professional Development

- Assist in the planning, coordination, and delivery of training programs for career and volunteer firefighters.
- Promote a culture of continuous learning, operational excellence, and firefighter safety.
- Attend professional development courses, conferences, and educational opportunities relevant to the position.

Asset and Equipment Management

- Oversee programs related to the maintenance, testing, replacement, and procurement of departmental equipment, including but not limited to:
 - Personal Protective Equipment (PPE)
 - Self-Contained Breathing Apparatus (SCBA) and breathing air systems
 - Atmospheric monitoring equipment
 - Fire hose and nozzles
 - Specialized tools and operational equipment
- Develop equipment specifications and procurement recommendations to meet operational requirements.

Health, Safety, and Labour Relations

- Represent management on the Town's Joint Occupational Health and Safety Committee on a rotational basis.
- Support a safe and healthy workplace through compliance with applicable legislation, standards, and departmental policies.
- Develop and maintain positive labour-management relationships and work within the provisions of the collective agreement.
- Participate in recruitment processes, grievance management, and collective bargaining activities as required.

Community and Organizational Relations

- Assist with fire prevention and fire investigations when required.
- Act as departmental media spokesperson as designated.
- Build and maintain positive working relationships with employees, volunteers, neighbouring fire departments, emergency service partners, and the public.
- Provide supervisory support to the Town's Emergency Management Organization.

Other Duties

- Perform additional duties as assigned by the Fire Chief.

Qualifications

Required Qualifications

- Successful completion of High School or GED.
- Certification as Fire Officer Level II or equivalent meeting NFPA 1021.
- Certification as Fire Service Instructor Level I meeting NFPA 1041.
- Excellent written, verbal, and presentation skills.
- Strong leadership, organizational, and interpersonal skills.
- Valid Nova Scotia Class 5 Driver's Licence.
- Ability to participate in the Chief Officer on-call rotation and respond to emergency incidents.

Preferred Qualifications

The following qualifications would be considered assets to the position:

- Post-secondary education in Fire Service Leadership, Emergency Management, Public Administration, or a related field.

- Nova Scotia Class 3 Driver's Licence.
- Medical First Responder certification.
- Fire Investigator certification meeting NFPA 1033.
- Fire Inspector Level I certification meeting NFPA 1031.
- Experience in municipal emergency management, labour relations, project management, and budget administration.

Knowledge, Skills and Abilities

The successful candidate will demonstrate the following knowledge, skills, and abilities:

- Strong leadership and decision-making abilities.
- Extensive knowledge of modern fire suppression and emergency operations.
- Sound understanding of incident command systems and emergency management principles.
- Ability to manage multiple priorities in a dynamic environment.
- Strong analytical and report-writing skills.
- Ability to foster positive relationships with staff, volunteers, unions, partner agencies, and the public.
- Commitment to professionalism, accountability, and continuous improvement.

Approved: _____

Date: _____

Last Revised: _____



External Posting
Deputy Chief of Operations
Truro Fire Service

Permanent Full-Time Position (non-union)
Competition # FS-DCO626
Application Deadline: July 10, 2026 at 4:00 pm

Truro, Nova Scotia is a welcoming and well-connected community that offers the advantages of small-town living with the amenities and opportunities of a regional centre. Known as the "Hub of Nova Scotia," Truro is centrally located and provides convenient access to Halifax and communities across Atlantic Canada.

The Town of Truro is seeking an experienced and progressive fire service professional to fill the position of **Deputy Chief of Operations** with Truro Fire Service. This senior leadership opportunity is well suited to an individual who is committed to public safety, operational excellence, and service to the community.

Reporting directly to the Fire Chief, the Deputy Chief of Operations is responsible for the leadership, administration, and continuous improvement of the department's emergency response operations. The role provides both strategic and operational leadership in support of a professional, responsive, and community-focused fire service.

The successful candidate will play a key role in supporting the operational readiness of Truro Fire Service through leadership in emergency response, training, equipment management, health and safety, and workforce development. Working collaboratively with career and volunteer members, municipal administration, partner agencies, and the community, the Deputy Chief will help ensure the delivery of professional, effective, and community-responsive fire and emergency services.

Truro Fire Service is made up of dedicated and highly trained career and volunteer members who respond to a broad range of emergency incidents, including structural fires, motor vehicle collisions, water rescues, and medical emergencies. The department also maintains an active fire prevention and inspection program that includes public education, school outreach, fire inspections, investigations, and ongoing professional training. Through these services, Truro Fire Service is committed to protecting life and property and supporting the safety of the community.

If this opportunity appeals to you, please click the link below to view the complete job description and learn more about the role, qualifications, and responsibilities.

[Employment Opportunities - Town of Truro](#)

Applicant Information

Applicants are asked to submit a resume accompanied by a concise covering letter outlining their relevant qualifications and experience. The competition number must be clearly indicated on both the envelope and the covering letter. Appointment to this position will be conditional upon the successful completion and submission of a Criminal Records Check.

Start Date: To be determined.

Salary: In accordance with the Council Approved Salary Range

Application Deadline: July 10, 2026 at 4:00 pm

Applications may be forwarded to:

Tammy Totten, Manager of Human Resources
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is committed to fostering an inclusive workplace and welcomes applications from individuals with a wide range of backgrounds, experiences, and perspectives. We encourage applications from members of historically underrepresented communities, including Black, racialized, and Indigenous Peoples, members of the 2SLGBTQ+ community, newcomers to Canada, and Persons with Disabilities.