



Fire Chief

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our Town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit.

Reporting to the CAO, this position will oversee the Fire & Emergency Services department. The Town of Bradford West Gwillimbury Fire and Emergency Services is a modern and progressive fire emergency services department that is committed to providing efficient and effective emergency response, fire prevention, and fire and life safety education services to our community.

Duties and Responsibilities

- Responsible for the day-to-day supervision and leadership development of the municipal Fire and Emergency Services department.
- Oversee the annual operating and capital budgets and long-range forecasts for the department.
- Monitor the administration of the approved budget including authorization and monitoring of expenditures.
- Responsible for facilitating effective labour management relations.
- Establish and implement departmental planning process including long and short-term financial planning.
- Ensure appropriate interpretation and application of legislation codes and by-laws.
- Promote and facilitate public education and media relations.
- Demonstrate commitment to personal and professional development.
- Discharge the duties and responsibilities of an incident commander at emergency scenes.
- Advise Council on strategic issues associated with emergency and related services, as required by statute.
- Evaluate emergency operations.
- Ensure compliance with Occupational Health & Safety legislation.
- Develop and deliver fire service training programs and monitor and evaluate ongoing training programs.
- Ensure appropriate interpretation and application of legislation, codes and by-laws.
- Complete notifications and reports as required by Provincial and Federal Statute.
- Coordinate emergency plans for the community control group and provides the necessary training for agencies.
- Reviews annually and recommends any policy changes to the emergency plan.

Key Competencies and Qualifications

- Post-secondary education in Public Administration or equivalent; supplemented by successful completion of supervisory courses in fire department administration, fire prevention and other related topics including a graduate of the Ontario Fire College with the Senior Officers Program certification.
- Seven (7) years of demonstrated supervisory experience in a fire and emergency service department.
- Knowledge of and ability to apply Ontario Fire Service Standards, Municipal Fire Protection Guidelines, Ministry of Labour Section 21 Guidelines, Fire Protection and Prevention Act and Fire Code, municipal by-laws, NFPA Standards, CGSB Standards, CSA and ULC Standards, Municipal Act and other relevant Provincial legislative requirements such as the Emergency Management and Civil Protection Act, Occupational Health and Safety Act, Building Code Act and Building Code
- Knowledge of firefighting techniques and methods; of command-and-control techniques; of training programs of public education and awareness programs for prevention, of public safety theories and methods; of emergency response techniques, of First Aid and CPR, and applicable legislation
- Ability to think and act strategically and appropriately in a political and community service environment.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees, agencies and the public.
- Demonstrated proficiency with information technology including Microsoft Office Suite.
- Availability to attend evening and/or weekend meetings or other events as required.
- Ability to provide a satisfactory Criminal Record and Judicial Matters Check upon hire.

The position offers a salary range of \$140,141 to \$175,177 (2024 rates) based on a 35 hour workweek plus a competitive benefit package and an option for flexible work arrangements.

****Interviews for this role will be held between April 22nd and April 25th. Applicants are asked to ensure their availability during this time frame to accommodate an interview if selected****

To explore these challenging opportunities further, we invite qualified applicants to visit the [current](#)

[opportunities](#) section of the Towns career site. Closing date for this position is April 8, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.