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## **The Corporation of the Municipality of Clarington Emergency and Fire Services requires a Director of Emergency & Fire Services (Fire Chief)**

### **We are an equal opportunity employer**

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

### **Who we are**

Clarington is one of eight municipalities in Durham Region. With a population of 105,000 people and growing, Clarington offers residents a blend of city living and rural charm. The corporation is made up of six departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

### **What the role entails**

The Municipality is looking for a progressive, highly motivated, innovative, and skilled professional to provide strategic leadership and guidance with the overall administration of Clarington Emergency and Fire Services. The successful candidate will possess the ability to engage the entire department through progressive leadership and guidance that fosters a workplace culture built on transparency, accountability, integrity, and respect.

Reporting to the Chief Administrative Officer, the Director of Emergency and Fire Services (Fire Chief) is responsible for the planning, direction and oversight of the department, various community-based services and programs, and ensuring all legislative requirements are met and exemplify the ideals of the emergency and fire services profession. This position plays a key role in developing municipal initiatives and is an essential member of the Senior Leadership Team.

With a robust composite department, the Director of Emergency and Fire Services (Fire Chief) is responsible for five divisions: Suppression (full-time and volunteer), Prevention, Training, Administration and Maintenance totalling approximately 78 full-time staff and 125 volunteer staff across the municipality.

The ideal candidate will have extensive knowledge in the Fire Protection and Prevention Act, the Ontario Fire Code, the Ontario Building Code, the Occupational Health and Safety Act, the Emergency Management and Civil Protection Act and other relevant legislation.

## **Responsibilities**

The following responsibilities and duties of this position includes but is not limited to:

- Overseeing the ongoing day to day operations of the department, including working with unionized staff to maintain a productive and effective working environment.
- Overseeing the administration and coordination of fire suppression and fire prevention activities across the municipality.
- Coordinating the emergency and disaster response plans in Clarington, as well as collaborating and participating with Durham Emergency Management Office and OPG.
- Ensuring that all employees in the department are provided with a safe and healthy workplace consistent with corporate and departmental policies, standards, and initiatives.
- Providing sound and timely advice to Council, the Chief Administrative Officer and other Senior Staff including implementing short and long terms plans of the department to address the needs of both the department and the municipality.
- Participating with Council and senior staff in developing municipal wide policy including the corporate strategic plan, emergency and business continuity planning, and other corporate priorities.
- Ensuring all Council, corporate and departmental approved policies and procedures are adhered to in the department and that other departments observe and adhere to applicable Emergency and Fire Services policies.
- Actively encouraging subordinates' participation and engagement in various corporate projects, initiatives, and teams.
- Representing Emergency and Fire Services and the Municipality at meetings with residents, citizen groups, associations, special interest groups and other professional or government organizations.
- Preparing and administering the Emergency and Fire Services annual budget.
- Other duties as required

## **Qualifications**

The successful candidate will possess:

- A degree or diploma in Business or Public Administration and a minimum of seven (7) years' of progressively responsible experience at a senior management or director level in a municipal fire service or similar environment, or a combination of experience and education to the satisfaction of the Chief Administrative Officer.
- Completed the Ontario Fire College Company Officers' Course.
- Community Emergency Management Coordinator designation.
- Designated Officer certification would be an asset.
- Demonstrated experience in Command and Control.
- A valid class "G" Ontario Driver's License in good standing

- Possession of the A.M.C.T. and/or C.M.M. designation would be considered an asset.
- Additional fire services training, including supervision and administration would be considered an asset.
- Demonstrated knowledge with managing a composite fire department including effective labour relations experience.
- Excellent leadership, inter-personal, computer and oral/written communication skills.
- Superior report writing skills and excellent communication skills.
- Must be able to work under pressure, multi-tasking on numerous high priority projects simultaneously and produce quality work under short deadlines.
- Demonstrate ethical conduct, political sensitivity, discretion, integrity, and reliability.
- Proven ability to engage and build collaborative relationships with a range of stakeholders in the private and public sectors.
- Strong interpersonal and diplomacy skills, customer centric approach and a commitment to transparency, accountability, and integrity, are defining characteristics of the ideal candidate.
- Must be legally able to work in Canada.

## What we offer you

We offer the following for this position:

- Salary: \$149,292 to \$181,465 per year, Grade 13 of the 2023 Non-Affiliated Salary Administration Program.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

## Additional information and requirements

The position may require the individual to be on call at least one third of each calendar year, including attendance when required at Committee, Council and other applicable meetings that may occur beyond normal office hours.

The successful candidate will be required to provide prior to starting the position:

- A valid Ontario Driver's License, and a satisfactory Driver's Abstract
- Proof of current automobile insurance coverage

The successful candidate must also provide, at their own expense, a current (within the last 180 days) satisfactory criminal reference check with vulnerable sector screening, from a Canadian Police Information Centre. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

The Municipality of Clarington requires new employees to be fully vaccinated against COVID-19. Valid exemptions pursuant to the Ontario Human Rights Code will be assessed on a case-by-case basis. If contacted for an employment opportunity and you require accommodation under policy H-37 – Workplace COVID-19 Vaccination, please contact [humanresources@clarington.net](mailto:humanresources@clarington.net) for additional information. Please note that resumes should not be sent to this email.

## How to apply

To view this position and to submit your application online, please visit [www.clarington.net/careers](http://www.clarington.net/careers). Applications will be accepted until **December 21, 2022, at 4:00 p.m.**

This job competition number is **File # 173-22**. We thank all applicants for their interest. However, only those under consideration will be contacted.

### **Privacy**

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Director of Legislative Services by calling 905-623-3379.