



## Career Opportunity – Internal/External Posting

### Manager of Fire Services – Fire Chief Community and Development Services

#### Position Summary:

Reporting to the Director of Community and Development Services, the Fire Chief is responsible for the management of all aspects of the Municipality's Fire Services department. This position oversees fire prevention, fire suppression, fire investigation and inspection, public education and emergency planning and rescue operations. The Fire Chief ensures compliance with municipal policies, by-laws and other legislation that affects the Department's operations.

#### Key Responsibilities:

- Make recommendations regarding policies and directives related to Fire Services.
- Execute policies and directives established by the Director, Chief Administrative Officer, and Council.
- Administer the requirements of the Ontario Fire Protection and Prevention Act (OFPPA), the Ontario Fire Code (OFC), and mandated directives/policies of the Ontario Fire Marshal.
- Develop and implement protocols to ensure departmental command at all times.
- Create a work environment conducive to learning, empowerment, innovation, decision making and appropriate risk taking.
- Provide leadership to develop, motivate and retain highly competent staff through best management practices that support the Municipality's goals and values.
- Accountable for health and safety responsibilities of staff.
- Responsible for training and performance management of the employees in the Fire Services.
- Participate in recruitment activities for Fire Services in conjunction with the Human Resources department.
- Make recommendations to the Director on employee matters in accordance with the respective collective agreement, and policies and procedures of the Municipality.
- Represent Fire Services on Committees, as required.
- Prepare and present reports to the Senior Leadership Team and Council.
- Responsible for the financial management of the Fire Services division, including but not limited to budget preparation and presentation, as well as monitoring and managing annual capital and operating budgets as requested by administration.
- Direct and oversee the preparation of apparatus and/or equipment specifications as well as direct and oversee the preparation and receipt of request for proposals (RFPs) or tenders where required for the same.

- Manage capital projects, or programs as required.
- Direct and oversee the firefighting/rescue, public education, fire prevention, life and property saving functions of the department.
- Recognize work hazards and develop procedures and training to address safety concerns.
- Report and assume command at major emergency incidents.
- Provide on-call relief at times, as required.
- Make recommendations to the Director regarding all employee matters in accordance with the Collective Agreement and the Policies and Procedures of the Municipality.
- Direct and oversee the administration of the training curriculum, programs, and procedures for the Fire Services.
- Responsible for the customer service and administrative components of the Fire Services division.
- Provide fire cause and determination at all responses and when required notify other investigating agencies for further investigation. Provide expert witness services when required.
- Act as the Community Emergency Management Coordinator for larger emergencies.
- Act as the official spokesperson for emergency services in the event of a fire emergency and/or investigation.
- Assist as required with the development, training, and implementation of the Municipal Emergency Plan.
- Ensure business strategies, policies, programs, services, and operations of the department align with the vision and priorities of the Municipality.
- Comply with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act, and the Municipality's Records and Information Management Program.
- Comply with the Occupational Health and Safety Act, applicable regulations, as well as the Municipality's Health and Safety Program.
- Other duties as assigned.

**Qualifications, Knowledge, and Skills:**

- Must be a graduate of a recognized Fire College, National Fire Protection Association (NFPA) 1021 Fire Officer IV or Company Officer Diploma (OFC) or equivalent.
- Must be certified and have experience as a Community Emergency Management Coordinator (CEMC).
- Must have a minimum of five years as a Senior Fire Officer, and ten years experience in a fire service.
- Certified Municipal Manager Level III would be an asset.
- Must be knowledgeable in the administration of collective agreements and supervisory experience in a unionized environment.
- Must have exceptional interpersonal skills to lead, motivate, and support employees.
- Must have experience demonstrating effective written and verbal communication skills.
- Must have experience demonstrating strong organizational, decision-making skills, political acuity, and tact.

- Must be proficient in computer software programs in a Windows and Microsoft Office environment.
- Must have extensive knowledge of OFPPA, OFC, Ontario Building Code, NFPA Standards.
- Must have experience with emergency planning and emergency response.
- Must have knowledge of alarm systems, suppression devices, emergency lighting, internal communication devices and blueprints.
- Must have a valid Ontario Class 'G' Driver's Licence.
- A valid Ontario Class 'DZ' Driver's Licence is considered an asset.
- Certification in First Aid and CPR is preferred.
- Must be willing to relocate within Leamington's municipal boundaries.

**Hours of Work and Working Conditions:**

This position is employed for 35 hours per week with the expectation of attendance at major incidents, as required.

**Employee Group:**

Non-union.

**Salary Range:**

\$130,074.81 - \$152,169.13 (2024 Rates)

**Closing Date:**

Applications must be received by 11:59 PM, Wednesday, March 13, 2024.

**How to Apply:**

Interested candidates must apply online through our website, [leamington.ca/careers](http://leamington.ca/careers)

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

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We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761