

The opportunity

Leduc County is looking for an experienced and highly motivated Fire Marshal to join our team. Reporting to the Fire Chief, this exciting opportunity administers and enforces the Safety Codes Act and Regulations applicable to fire discipline. Through managing priorities, the fire marshal is a key contributor to the achievement of the department's operational deliverables.

About us

We support the employee experience and are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County's operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You are an individual with a service focus, with strong interpersonal, problem solving, and conflict resolution. You are able to maintain the highest level of confidentiality.

Do you enjoy working outdoors in various environmental conditions? Are you able to exert moderate physical effort while on the job?

If this is true and if you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Oversees the fire inspection program and performs

fire inspections for compliance with the *Safety Codes Act, National Fire Code-Alberta Edition*, applicable Quality Management Plans (QMP), policies, procedures, and any other relevant legislation.

- Conducts site inspections and re-inspections, documenting code infractions, deficiencies, non-permitted work, and unsafe conditions.
 - Identifies corrective actions required to achieve code compliance, issues and follows-up on orders to comply.
 - Reviews alternative solution proposals and issues variances.
 - Reviews and accepts submitted signed verification of compliance (VOC).
 - Investigates complaints, unsafe conditions, and accidents.
 - Issues verbal and written directives as needed.
 - Inspection of new and existing above and under ground tanks, piping and dispensing installations and removals.
 - Monitor, revise and assists with the required updates to the Leduc County QMP.
 - Assists with required updates to the QMP for the municipalities we serve.
- Develops and delivers appropriate fire prevention plans and processes, ensuring compliance with relevant legislation.
 - Reviews the plans outlined below and monitors compliance, as required:
 - New construction applications,
 - Building renovations,
 - Construction fire safety plans, and
 - Storage tanks systems registration, installation, alteration, and removal (for flammable, combustible liquids).
 - Provides internal and external clients with fire codes information and assistance.
 - Supports fire investigations, as required.
 - Oversees the fire guardians and the open burning permits programs.
 - Contributes to the development and monitoring of an operating budget for the service area that aligns with departmental objectives.
 - Maintains accurate records of plans, permits, correspondence, inspections, and reports.
 - Carries out special assignments and assists other department operations as required.
 - Adheres to guidelines as set out in Leduc County's policies and administrative directives.
 - Accountable for working in compliance with the *Alberta Occupational Health and Safety Act, Regulation and Code* and participation in the Health, Safety and Wellness Program.



- Performs related duties as required.

What you need to succeed

Must-have

- Five years of progressively responsible leadership within fire services, including experience with the Safety Codes Act, NBC(AE) and NFC(AE).
- Certification as a safety codes officer in the fire discipline, Group B, level 2.
- Certification as a safety codes officer in the fire discipline, Group E (Tanks) – can be obtained after hire.
- Certification in Incident Command System (ICS) 100, 200 and 300.
- Maintain safety codes officer status with the Safety Codes Council.
- Ability to gain compliance through engagement, education and enforcement of legislation.
- The ability to conduct and document inspections and prepare clear, concise reports.
- Proficiency with Microsoft Office suite of tools and familiarity with permitting software.
- Valid Alberta Class 5 Driver's license
- A vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport.

Nice to have

- Familiarity with municipal governance, operations, and knowledge of rural communities is an asset

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$100,188.00 and \$125,235.00, municipal pension plan, three-weeks vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. This position will work out of the Fire Services Administration building, located at 606 21 Ave, Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered. This opportunity will remain open until a suitable candidate is found.

We thank all applicants however only those selected for an interview will be contacted.

