



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence, Bilingualism

## DIVISION CHIEF OF TRAINING AND INNOVATION

Fire – Job # P1252

**CLOSING DATE: NOON – JULY 12, 2024**

Starting Salary range: \$95,177-\$107,074

### JOB SUMMARY:

This position reports to the Deputy Chief of Operations.

This position is a member of the management team responsible for the management and control of training and innovation for the Moncton Fire Department. This position encompasses supervisory responsibilities for short- and long-term planning, including the development of division policies and procedures, development and design of training initiatives, research and development of new technology, equipment and operational procedures, promotion of safe work practices and ensures proper human resources practices are followed consistent with the objectives of the City and the department.

The Division Chief of Training and Innovation will play a key role in obtaining and retaining the department's accreditation. The Division Chief may be assigned specialty training and administrative duties, will complete assigned projects/tasks in a professional manner and on time and will ensure adherence to the established chain of command and maintain confidentiality.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

**EDUCATION:**

- High School graduate or equivalency.
- Graduation from a recognized university and/or community college in a relevant discipline would be an asset.
- Successful completion of the Certificate in Fire Service Administration Program or a demonstrated willingness to complete the same or other developmental programs advanced by the department.
- Shall have and be able to demonstrate the abilities to meet the requirements of National Fire Protection Association (NFPA), particularly 1021 - Levels 1 and 2, 1026, 472 (Operations), 1410 and 1500.

**EXPERIENCE:**

- Must have five (5) years of experience in emergency services that include firefighting and medical first responder.
- Must have a minimum of three (5) years of experience as a fire service educator.
- Must have three (3) years' experience supervising people.

**LANGUAGE:**

- English essential. The ability to communicate in the French language would be an asset, but not a requirement.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of common training curriculums, NFPA requirements, etc. relative to the management and operations of a training division.
- Working knowledge of the Incident Command System.
- Working knowledge of the Fire Department functions and responsibilities.
- Knowledgeable of the relative collective agreement, City of Moncton policies and relevant legislation.
- Must be knowledgeable of current technologies related to the fire service and be aware of changing technologies.
- Candidates in this position must possess sound administration, organizational, communication, problem solving, human relations, public relations, analytical and relevant skills.
- Must be bondable.
- Must possess and maintain a valid Class 3 E Province of New Brunswick driver's license or equivalent.
- Must be physically able to perform the duties assigned to this position.
- The ability to work with minimal supervision and have ability to motivate staff.

- The ability to communicate effectively with fire department staff, corporate departments, response and government agencies.
- The ability to plan, assign, schedule, coordinate and supervise the work of subordinate employees.
- The ability to adapt to changing technology and roles, demonstrate problem solving skills and ability for research and analysis.
- Interest and willingness to assist in community efforts throughout the municipality.
- Maintain professional character as a member of the Department.
- Attend conferences, seminars, workshops to monitor new trends in the Fire Service and report to the department's management team of findings.

**CONTACT:**

- The candidate must be able to communicate in an effective and professional manner with elected officials, management peers, personnel, media and the general public.
- Serves as a role model for all members of the department and provides the necessary leadership to achieve the service goals, internal organizational goals and annual objectives of the department.

**SUPERVISION:**

- The position is required to supervise training officers and officers and firefighters during training sessions.

**CONDITIONS OF WORK:**

- The incumbent is required to work Monday to Friday 40 hours a week. This position requires moderate physical, high mental and visual demands. Working environment varies from office to fire station and training grounds.
- Potential exposure to inclement weather exists during training activities.