



## Job Posting – Fire Chief

The Town of High Prairie is seeking a dynamic, experienced, and dedicated Fire Chief to lead our Fire Department. The Fire Chief will be responsible for managing and overseeing all fire operations, ensuring public safety, leading fire prevention and emergency response efforts and fostering a strong community relationship.

### **FUNCTIONS/DUTIES (but not limited to):**

- Oversee the administration, operations and management of the Fire Department.
- Assume the Duty Officer role during daytime hours.
- Develop and maintain policies and procedures for fire operations.
- Assume command during major fire incidents.
- Develop and maintain firefighter training program in accordance with NFPA standards.
- Implement fire prevention and public education programs.
- Ensure that fire investigations and inspections are conducted in compliance with the Alberta Fire Code.
- Ensure that building plans are reviewed for fire safety compliance.
- Prepare and manage the department's capital and operational budgets.
- Maintain records and prepare monthly and annual reports on Fire Department activities.
- Ensure maintenance and readiness of fire vehicles, equipment, and communication systems.
- Assist the Director of Emergency Management in maintaining the municipal emergency plan.
- Participate in disaster planning and preparation.
- Handle public inquiries and engage with the community on fire safety.
- Stay updated on fire technology and trends by attending courses, seminars and meeting with other Fire Chiefs.

### **QUALIFICATIONS:**

- High School Diploma or GED equivalent
- Minimum of six (6) years of firefighting experience, with at least three (3) years in an Administrative/Officer level
- Experienced in administrative duties including policy writing, report writing, budgeting, and the preparation and analysis of key performance indicators.
- Safety Codes Officer Level B1, C1 Inspector/Investigator.
- NFPA 1001 L1&L2, Complete 1002, 1041 L1, 1072 Ops are recommended.
- Extensive knowledge of Acts, Regulations and bylaws governing the Fire Department.
- Strong decision-making skills with the ability to react quickly and remain calm under duress and strain.

- Strong ability to lead staff effectively, maintain discipline and morale, exercise sound judgment, and work cooperatively with others.
- Proven ability to work with Fire Department volunteers.
- Standard First Aid and CPR
- High level of competency in the use of the MS Office Suite of programs.
- Valid class 5 driver's license with air endorsement is required and a class 3 driver's license considered an asset.
- Self motivated and able to work with minimal supervision.
- Must reside within the town limits.

**HOURS OF WORK:** Hours of work are typically 8:30 to 16:30, Monday through Friday with a Monday night training session from 18:00 -21:00. Responds to calls as available.

**SALARY & BENEFITS:** The Town of High Prairie offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be in the range of \$77,266 - \$89,805 dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by February 7<sup>th</sup>, 2025, at 4:30 p.m. Please apply by e-mail, [cao@highprairie.ca](mailto:cao@highprairie.ca) . Please ensure the job position is included in the subject line. We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.