



January 29, 2025

## Town of Tillsonburg – Employment Opportunity

### Fire Chief

The **Town of Tillsonburg** is a progressive municipality on the leading edge of technology nestled in the heart of beautiful Southern Ontario. The Town is seeking a dynamic and accountable leader with a focus on proactive service delivery and commitment to teamwork.

Reporting to the Chief Administrative Officer, the **Fire Chief** is a member of the Senior Leadership Team and is responsible for the overall operation of the fire department as well as delivery of fee-for-service fire communications. The Fire Chief is responsible for planning, coordinating, operating and the efficiency of the fire department requiring exercise of independent judgement in accordance with established policies and regulating by-laws.

The ideal candidate should have a degree in a related field as well as the Ontario Fire Service Standard for Fire Chief and a minimum of five (5) years of management experience, preferably in the role of Fire Chief and/or Deputy Fire Chief.

This position offers a comprehensive benefit package including Health, Dental, Life, AD&D and OMERS pension plan effective upon commencement of the role. The salary for the position ranges from \$136,593.60 to \$159,806.40 and is based on a 40-hour work week.

#### Responsibilities

- ✓ Provide strategic vision to Fire Services Department.
- ✓ Act as Chief Fire Official for the Town of Tillsonburg.
- ✓ Evaluate and measure municipal fire risk.
- ✓ Act as an assistant to the Ontario Fire Marshal and perform all duties associated with the position.
- ✓ Manage and administer the fire safety, suppression and emergency services for the Town of Tillsonburg.
- ✓ Oversee the Fire Communication Division and the development of new business opportunities.
- ✓ Apply the provisions of the *Fire Protection and Prevention Act* and the *Ontario Fire Code* through fire safety inspections and fire code enforcement activities.
- ✓ Assume command at major emergencies and as required.
- ✓ Develop, plan, implement and manage a fire prevention inspection program.
- ✓ Review, update, implement and maintain the Department's *Establishing and Regulating By-law*.

- ✓ Update and maintain the Town's Emergency Plan and is appointed as the Community Emergency Management Coordinator.
- ✓ Administer and enforce the provisions of the *Ontario Fire Code* related to conducting fire safety inspections and related processes and act as Provincial Offences Officer through Inspection Orders and judicial proceedings.
- ✓ Responsible for ensuring that a culture supportive of both customer service and continuous improvement is prevalent within the department.
- ✓ Management, coaching, development, and performance management of staff, as well as team building.
- ✓ Responsible for development of an annual department and business plan for areas of responsibility, including measurement tools for same.
- ✓ Provide direction, guidance and leadership to managers within the Fire Services department.
- ✓ Maintain effective working relationships with employees in compliance with personnel policies and legislation.
- ✓ As part of the senior leadership team, develop corporate goals, policies, programs, new work methods and objectives.
- ✓ Plan, organize, schedule and coordinate the work of town and other government staff, contractors, consultants, volunteers, government grants, etc.
- ✓ Prepare reports to CAO/Council, and others regarding a wide variety of operational and capital issues.
- ✓ Oversee and review operating procedures for all areas of responsibility.
- ✓ Responsible for ensuring that all statutory licenses and staff certification is maintained.
- ✓ Manage and control both the operational and capital activities within budgetary guidelines.
- ✓ Correspond, communicate and meet with the public regarding operational and all town issues as required.
- ✓ Attend Council, committee and public information centre meetings as required.
- ✓ Member of Emergency Management Team.
- ✓ Ensure the training and implementation and compliance with the Occupational Health and Safety Act and regulations.
- ✓ Aware of safe work practices relating to job responsibilities and understand the Occupational Health & Safety Act as it relates to the work environment.
- ✓ Adhere to all policies and procedures for the Town.
- ✓ Perform other duties as assigned.

### **Qualifications**

- ✓ Post-secondary education preferably at the university level or an equivalent.
- ✓ Achieved the Ontario Fire Service Standard for Fire Chief.
- ✓ Ontario Fire Service Standard for Training Officer and Fire Prevention Officer would be an asset.
- ✓ Valid DZ driver's licence is an asset.
- ✓ Minimum of five (5) year's senior management experience.
- ✓ Proven progressive record of municipal leadership.
- ✓ Excellent interpersonal and organizational skills.
- ✓ Excellent communication and customer service skills.

- ✓ Good working knowledge of current municipal government legislation, issues and strategies.
- ✓ Excellent team building and leadership skills.
- ✓ Knowledge of relevant legislation, policies and guidelines.
- ✓ Ability to prioritize, problem solve, motivate, coach, train and supervise staff.
- ✓ Ability to establish and maintain effective working relationships.

A complete job posting can be found on the Town's website at <https://www.tillsonburg.ca/town-hall/jobs/>

Interested candidates are invited to submit their application in confidence online by visiting [careers.tillsonburg.ca](https://careers.tillsonburg.ca). Application deadline is Friday, February 28, 2025, at 4:30 p.m.

### **About the recruitment process**

All new Town of Tillsonburg employees are required to provide a current police record check.

The Town will accommodate any individual needs you have throughout the recruitment process in accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#). Please contact us if you require any accommodation.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

We thank all those who apply for positions, but only applicants invited for an interview will be contacted.