

Director of Fire Services / Fire Chief

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Director of Fire Services / Fire Chief."

Position Summary:

The Director of Fire Services / Fire Chief, under the general direction of the Chief Administrative Officer, is responsible for the overall leadership, administration, and strategic direction of the Fire Services Department. This position plays a critical role in safeguarding life, property, and the environment through oversight of fire suppression, prevention, education, emergency medical response, and emergency preparedness.

The Director of Fire Services/Fire Chief's role is predominantly administrative in nature and encompasses the responsibility for the planning, coordination, and operation of the department, as well as ensuring regulatory compliance and reporting. The position also fulfills the role of Community Emergency Management Coordinator (CEMC) and coordinates all Municipal departments, Municipal operations, and all other agencies required to assist in the event of an emergency.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Provide strategic leadership, direction, and oversight to all Fire Department operations, including suppression, prevention, education, training, and emergency medical services.
- Serve as a member of the Municipality's senior leadership team, contributing to the development and execution of organizational strategy and Municipal-wide objectives.
- Lead the development, implementation, and regular review of departmental business plans, goals, policies, procedures, standard operating guidelines, and service levels aligned with Council priorities, community needs, and legislative requirements.
- Oversee the preparation and management of the Fire Department's annual operating and capital budgets, and ensure alignment with municipal financial policies and Council priorities.
- Develop and manage asset management plans, capital forecasting, and procurement strategies for vehicles, equipment, and facilities.

- Attend incident calls as needed. Serve as Incident Commander at major emergency scenes and provide tactical decision-making under high-pressure conditions.
- Directly supervise staff and provide overall leadership, supervision, guidance, and mentorship to all full-time, part-time, and volunteer personnel.
- Participate in recruitment, performance management, promotions, succession planning, and staff engagement to ensure a high-performing, well-supported workforce, in partnership with the Human Resources department.
- Develop and maintain comprehensive in-house training programs in accordance with NFPA standards and promote continuous staff development.
- Ensure departmental compliance with all relevant policies, standard operating procedures, and legislation, including the Fire Protection and Prevention Act, Fire Code, Building Code Act, Occupational Health and Safety Act, and Emergency Management and Civil Protection Act.
- Oversee all fire prevention activities, including public education, inspections, fire investigations, and enforcement of codes and regulations.
- Review building plans under the Building Code Act to ensure compliance with all fire safety matters involved in major building construction projects.
- Ensure that all annual inspections, fire drills and registry information of Vulnerable Occupancies are completed in compliance with the Fire Marshal's directives and related regulations and submitted to the Ontario Fire Marshal.
- Manage and ensure completion and submission of accurate incident and inspection reports to the Office of the Fire Marshal and other governing bodies.
- Serve as the Community Emergency Management Coordinator (CEMC), overseeing the Emergency Management Program and ensuring compliance with provincial regulations.
- Coordinate emergency planning, training exercises, and readiness activities across municipal departments and with provincial and federal agencies.
- Build and maintain effective partnerships with external organizations, including regional fire services, mutual aid groups, police, EMS, provincial ministries, and community stakeholders.
- Oversee Mutual Aid, Automatic Aid and Dispatch Agreements and ensure they are up to date and maintained.
- Represent the Fire Department at Council meetings, public events, community forums, and in the media as needed.
- Prepare Council reports, policy recommendations, and departmental updates and provide expert guidance on fire-related matters and municipal risk management.
- Lead the development and implementation of a Fire Master Plan and Community Risk Assessment to guide long-term service planning and resource allocation.
- Participate in regional fire coordination efforts, committees, and professional associations to ensure alignment with best practices and sector standards.
- Remain current with Fire Service best practices by networking and attending conferences, seminars, or other continuous learning opportunities related to the position.
- Review and approve annual Volunteer Firefighter pay.
- Attend meetings and respond to after-hour emergencies outside normal work hours
- Foster a positive and inclusive workplace culture built on professionalism, accountability, and continuous improvement.
- Performs other related duties as assigned.

Qualifications:

- Minimum eight (8) to ten (10) years' experience within a Fire Service, with five (5) years of experience as a Deputy Chief or a Senior Officer, preferably in a Volunteer Fire Service, and demonstrated progressive experience in a managerial/supervisory capacity

- Completion of post-secondary education in Fire Services Management, Public Administration, or a related field
- Completion of the National Fire Protection Association (NFPA) 1021 Fire Officer III or Graduate of the Ontario Fire College Company Officer Program or equivalent combination of related education and experience
- NFPA 1021 Level IV and NFPA 1031 Fire Inspection certifications an asset
- If not already obtained, willingness to obtain the following within 12 months of hire, or as mutually agreed:
 - NFPA 1033 Fire Investigator
 - NFPA 1041 Level II Fire Instructor
 - NFPA 1521 Incident Safety Officer
 - Joint Health and Safety Committee Certification – Sector specific
 - Certification as Community Emergency Management Coordinator (CEMC)
 - EM 200 – Basic Emergency Management
 - EM 240 – Note taking
 - EM 300 – Community Emergency Management Coordinator (CEMC)
 - IMS 100 – Incident Management System
 - IMS 200 – Basic Incident Management
- Solid understanding of volunteer fire service operations and best practices, and a proven track record leading and managing a diverse portfolio of responsibilities and staff oversight
- Experience developing and managing operational and capital budgets
- Thorough working knowledge of laws, legislation, acts, regulations and directives as these pertain and apply to the fire service, including the Fire Protection and Prevention Act, the Fire Code, the Ontario Building Code, the Highway Traffic Act, and the Occupational Health and Safety Act
- Strong skills in strategic planning, leadership, problem solving, and decision-making
- Proven ability to build effective internal and external working relationships and communicate with diverse stakeholders
- Excellent interpersonal skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials, consultants, contractors and the general public
- Excellent strategic planning, performance management, problem solving, and decision making as well as strong leadership skills
- Knowledgeable in technical rescue, hazardous materials response, and special operations
- Experienced in incident command, firefighting leadership, and IMS/chain of command protocols
- Physically fit and capable of working in demanding, adverse conditions
- Mentally resilient with strong coping skills for high-stress and traumatic situations
- Able to attend meetings outside normal work hours and/or responding to after-hours emergencies as required
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms
- Valid DZ driver's licence with a satisfactory driver's abstract
- A satisfactory Vulnerable Sector Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 9 – \$115,060.40 to \$143,834.60 per year (2025 rates) (Currently under review)

Benefits: Comprehensive benefits plan including enrolment in the OMERS pension plan.

Posting Type: Existing Vacancy

Closing Date: May 12, 2025 @ 12:00 PM

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.