

## The opportunity

Leduc County is looking for an experienced and highly motivated Fire Marshal to join our team. Reporting to the Deputy Fire Chief – Training and Support, 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 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.

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.
  - Inspects of new and existing above and under ground tanks, piping and dispensing installations and removals.
  - Monitors, revises 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.
  - Storage tanks systems registration, installation, alteration, and removal (for flammable, combustible liquids).
- Supervises and supports staff in the implementation of projects and day-to-day work assignments to meet service area deliverables.
- 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*, National Building Code (NBC) – Alberta edition and National Fire Code (NFC) – Alberta edition.
- Certification as a safety codes officer in the fire discipline, Group B (level 2) and Group E (Tanks).
- Must maintain safety codes officer status with the Safety Codes Council and must receive and maintain a designation of powers for Leduc County and the municipalities we serve.
- Ability to conduct and document inspections and prepare clear, concise reports.
- Proficiency with Microsoft Office suite of tools and familiarity with permitting software.

- A valid Alberta Class 5 driver's license is required, a vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport is required.

### ***Nice to have***

- Supervisory experience.
- Familiarity with municipal governance, operations, and knowledge of rural communities.

### **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 \$102,192.00 and \$127,740.00, flexible work options that include: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation, and an additional five compensated days in lieu.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted via our website [leduc-county.com](http://leduc-county.com) to be considered.

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