



**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 – FIRE PREVENTION**

Protective Services – Job # P1351

**CLOSING DATE: JULY 2, 2025**

### **JOB SUMMARY:**

This position reports to the Deputy Chief of Operations.

This position is a supervisory position and responsible for the overall management of Fire Prevention, investigations, inspections and public education programs and services for the Moncton Fire Department. This position is a supervisory position responsible for the motivation of assigned personnel in his/her Division in the carrying out of their assigned duties, i.e. enforcing the Fire Prevention By-Law of the Municipality, the Provincial Fire Prevention Act and other related acts, regulations and or standards.

This position is responsible for long-range planning, recommending policies as well as the overall co-ordination, planning, development and management of the Fire Department Operational Division's role in the providing of Fire Prevention and public safety educational programs.

This position is responsible for the co-ordination, planning, research and development of special projects identified by the Fire Chief and Deputy Chief, in cooperation with the Manager of Fire Administration.

### **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.
- Certified Fire Investigator as per NFPA 1033 and ability to be appointed by the Office of the Fire Marshal as a Fire Investigator.
- Certified Fire Inspector 2 as per NFP 1031 and ability to be appointed by the Office of the Fire Marshal as a Fire Inspector.
- Certified Fire Officer Level 1
- Certified Fire & Life Safety Educator
- Post secondary education in Management or Leadership is an asset

**EXPERIENCE:**

- Minimum 5 years of experience as a fire investigator and fire inspector
- Minimum 5 years of progressive managerial/supervisory experience

**LANGUAGE:**

- The ability to communicate effectively in both languages (oral; English and French) is an asset.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Fire Department Functions and Responsibilities.
- Knowledge of Fire Suppression Strategies and Tactics.
- Working knowledge of the National Building and Fire Codes
- Working knowledge of the Provincial Fire Prevention Act and applicable Municipal By-Laws.
- Extensive knowledge in building construction, electrical codes, industrial processes and a recognition of the various fire hazard areas in the municipality.
- Ability to motivate staff and set performance outcomes.
- Ability to prepare reports and correspondence.
- Ability to communicate effectively through correspondence and orally by means of public speaking engagements and various media forums.
- Ability to adapt to changing technology and roles.
- Ability to promote and stimulate interest in Fire Prevention throughout the public and corporate community.

**CONTACT:**

- Ability to communicate effectively with fire department staff, corporate departments, and other response and government agencies.

**SUPERVISION:**

- The work requires supervising the activities of Fire Prevention employees including coaching and mentoring employees, allocating staff to projects, reviewing and evaluating the quality and quantity of work, and formally evaluating staff performance.
- Ability to work with minimum supervision.

**CONDITIONS OF WORK:**

- A clean Criminal record as well as a negative vulnerable sector check are required. This requirement shall be maintained during the employment as Division Chief of Fire Prevention.