



## EMPLOYMENT OPPORTUNITY

### FULL TIME FIRE CHIEF

### COMPETITION #01-2024-SDFD

The Shelburne and District Fire Board is seeking a candidate for the *full-time position* of Fire Chief. This position requires a minimum of 40 hours a week and involves flexible hours to attend emergency responses, meetings and training.

The Fire Chief is ultimately responsible to the Councils of the Municipalities who appoint him/her. The Fire Chief will report directly to a 10-member Fire Board of Management comprised of representation from 5 local Municipalities made up of the Town of Shelburne, Town of Mono, Township of Mulmur, Township of Melancthon, and the Township of Amaranth. The area consists of urban and rural settings

The successful candidate will oversee a current member roster of paid on call firefighters.

This position as Fire Chief will also fulfill all legislative requirements involved with the role of a Chief Fire Official for Fire Prevention. This will include enforcement, inspections, plans approval and public education.

Education and Experience requirements are outlined in the full job description which can be found on the participating municipalities websites under employment opportunities.

Competitive Salary of \$115,000 to \$140,000 – plus comprehensive benefit package. Consideration will be given commensurate to experience.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting **Competition #01-2024-SDFD** by 2:00p.m. on **May 3, 2024** to:

Shelburne & District Fire Board  
Attention: Nicole Hill  
114 O'Flynn Street  
Shelburne, ON L9V 3K7  
[nhill@sdfd.ca](mailto:nhill@sdfd.ca)

***We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will only be used for candidate selection. The Shelburne & District Fire Board is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.***

## Shelburne & District Fire Department

### Job Description

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| <b>Position:</b>             | Fire Chief (Full Time)                  |
| <b>Reports to:</b>           | Shelburne & District Fire Board         |
| <b>Positions Supervised:</b> | Deputy-Chief, Captains and Firefighters |
| <b>Date:</b>                 | April 2nd, 2024                         |

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#### **JOB PURPOSE:**

This is a senior administrative, operational, and supervisory position responsible for planning, organizing, coordinating, and directing all fire suppression, related emergency services, and controls fire prevention operations and programs for the Shelburne & District Fire Department and its catchment area. The Fire Chief reports to the Mayor and Council of the member municipalities through the Shelburne and District Fire Board. The Fire Chief is responsible for the continuous development and improvement of all departmental services and exercises a high degree of independent action, judgement and initiative on administrative, operational and technical matters, problems and decisions in accordance with the department's Standard Operational Guidelines and OFMEM policies, procedures and objectives.

#### **DUTIES & RESPONSIBILITIES:**

- Carry out all statutory duties of the position in accordance with federal and provincial statutes, including the Fire Protection and Prevention Act, 1997 (FPPA), Occupational Health & Safety Act (OH & SAO), and the municipal Establishing and Regulating By-Law. In particular, the position of Fire Chief includes the role of Chief Fire Official for Fire Prevention (including enforcement, inspections, plans approval and public education)
- Supervises the overall administration of the Fire Department including the assignment and discipline of staff, preparation of Operating and Capital Budgets, requisitioning and control of materials, supplies and equipment and the preparation and maintenance of departmental records and reports.
- Organizes and assumes command of firefighting activities and related emergencies as required.
- Oversees the operation, maintenance, and repair of firefighting equipment.
- Plans for the orderly addition or replacement of facilities, vehicles and equipment relating to use, age or community growth.
- Oversees the training of personnel engaged in firefighting, other related emergency services and fire prevention and in the use of related equipment.
- Establishes rules, regulations and procedures for efficient departmental operations and consults with the fire board regarding major policy determination.
- Determine priorities to enable the most effective fire safety inspection and public education program delivery possible within available resource levels.

- Meet regularly with the Deputy Chief and Captains to ensure that they are following the policies, procedures, and objectives of the department.
- Develop, implement, and maintain Standard Operational Guidelines (SOG's) as required.
- Maintain the department communication systems.
- Perform all duties as an assistant to the Fire Marshal, as prescribed by the FPPA.
- Demonstrate, promote, and instill professionalism in every aspect of the position.
- Exercise sound expenditure control activities within the Procurement Policy as adopted by the Board.
- Maintain a variety of statistical data, utilizing an electronic records management system and generate reports as required.
- Provide assistance and expertise to the Chief Building Official in respect of fire safety and protection systems required by the Ontario Building Code.
- Approve all training plans and programs for the department and ensure an acceptable skill level in areas of emergency response, fire safety inspections and public education programs, and to ensure compliance with health and safety requirements relative to staff training.
- Ensure staff are knowledgeable in applicable health and safety legislation, are trained to act appropriately for emergency situations, practice safe program delivery, and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly. All training is to be documented and kept in a secure location outlining the date of training, an outline of the training, and an acknowledgement signed by all employees/volunteers that they have received and understand the training, and have been provided the opportunity to ask questions of their supervisors.
- Maintain adequate staffing levels to permit the delivery of appropriate emergency response service.
- Attend and report Fire Board Meetings and Sub-Committee Meetings, and municipal council meetings as required.
- Maintain records in accordance with retention laws.
- Process Freedom of Information requests.
- Share all duties with the Deputy-Fire Chief as needed.
- Other duties as assigned.

## **EDUCATION**

- Secondary School Graduation Diploma (or equivalent); required to completed NFPA 1021 Fire Officer III Certification within 1-year and achieve NFPA Fire Officer IV within 2-years of appointment; completed NFPA 1521 ISO; completed IMS 300; and CEMC certification

- Extensive formal academic training in Fire Suppression, Fire Prevention, Training, and Investigation through at the Ontario Fire College or equivalent would be an asset. Extensive working knowledge of applicable legislation, practices and principles of fire protection and local government responsibilities would also be an asset.
- Demonstrated commitment to continuous learning is required; An equivalent combination of education and experience may be considered.

## **EXPERIENCE**

- Must have at least 5 years' experience in progressively more responsible positions, preferably several as a Chief Officer
- Must have demonstrated leadership and managerial ability; good communication skills; a proven work record in the area of Human Resources
- A balance of education, training and broad practical experience is essential.

## **JOB SKILLS:**

- Extensive knowledge of Fire Department rules, regulations, standing orders, policies, procedures and applicable Municipal and Provincial Codes, Acts and By-Laws.
- Thorough knowledge of the principals of effective supervision, training, Fire Prevention Techniques and discipline of personnel.
- Ability to effectively administer the operations of a fire department and sound judgment in emergency situations.
- Thorough knowledge of current trends regarding the administration of firefighting and directly administers the fire prevention records, inspections and activities.
- Ability to establish and maintain effective working relationships with civic and business officials, mutual aid partners, municipal staff and the general public.
- Communicate effectively verbally and in written form to promote and maintain public relations for the department, the board, and the participating municipalities.
- Ability to supervise and participate in the preparation of all necessary reports, records and correspondence, including but not limited to all aspects of computer and technologically generated correspondence (ie: the use of Microsoft Word, Excel, PowerPoint, FirePro, emails, and other fire related software as necessary)

**CONFIDENTIAL INFORMATION:**

- Reports, memoranda and correspondence.
- Knowledge of development matters.
- Knowledge of personnel and legal matters.
- Attends Closed Sessions of the Board.

**SUPERVISION/STAFF ADVICE:**

- Supervises a current roster of paid on call members including a Deputy-Chief, Captains and Firefighters.
- Provides advice to staff, colleagues, board members, public and other agencies.

**WORKING CONDITIONS:**

- Flexible working hours based on a 40 hours work week; on call 24/7 for emergency situations.
- Exposure to extremely dangerous physical hazards when attending emergency operations.
- Exposure to poor weather conditions and prolonged time on the job during firefighting and emergency situations.
- Must reside within 30 minutes of the Fire Station

**JOB LOCATION:**

- Shelburne Fire Station – 114 O’Flynn Street, Shelburne, Ontario

**COMPENSATION:**

- In accordance with the Shelburne & District Fire Department’s Adopted Wage Policy