



Director of Emergency Services/Fire Chief

Competition #2022-20

We are looking for a Director of Emergency Services/Fire Chief to join our team! This is a shared services position reporting to the Chief Administrative Officer for both the Town of Penetanguishene and the Town of Midland who will work collaboratively with the Senior Leadership Team. This position is responsible for the overall operation of the Fire & Emergency Services Department including fire prevention, fire inspection, and fire suppression and is also responsible for the planning, coordinating, operating, and efficiency of the Department including overall financial management. Serves as the Community Emergency Management Coordinator and oversees development and implementation of the Emergency Plan. Responsible for the enforcement of all fire safety matters under the Ontario Building Code.

Duties include but are not limited to:

- Perform the statutory duties of a Fire Chief under the Fire Protection & Prevention Act, the Emergency Management and Civil Protection Act.
- Performs the duties of the Director of Emergency Services for both the Penetanguishene and Midland Fire Departments.
- Manage and direct the general/financial management and day-to-day administration of the department.
- Assess building stock and community risk; coordinate the preparation of Master Fire Plans; prepare long-term and annual business plans necessary for assuring adequate and timely emergency response coverage and accommodating growth in accordance with the Town's Community Based Strategic Plan.
- Direct the development and update of Town Fire Prevention and Inspection standards.
- Oversee the development and delivery of Fire Prevention and Public Education Programs throughout the community; ensure special/high risk groups are identified and program/measures are in place to promote fire safety and evacuation.
- Assess departmental staffing needs; make recommendations on complement amendments and organization structure; assist in the design of and participate in recruitment/promotional processes and make hiring recommendations.
- Oversee the operating and capital budgets and longer-range forecasts for the Fire Department.
- Provide advice/guidance on fire protection, fire prevention, inspections, communications, and other fire-related issues, strategies and new or pending legislation and regulatory guidelines.
- Regularly review and evaluate departmental administrative and service delivery processes with a view to streamlining/updating practices and fostering service excellence.
- Formulate Terms of Reference and oversee the preparation of tender documents and associated evaluative criteria; make recommendations on the hiring of suppliers/consultants as required; monitor their work and administer/oversee the administration of the agreements/contracts.
- Prepare reports, make recommendations/presentations, and attend Council/Committee, Senior Management, community group, public and/or other meetings and events, as required.
- Oversee Fire Suppression/Emergency Response operations; command at major incidents; assist the Fire Marshal's Office with fire investigations; ensure appropriate reporting and follow-up to incidents.
- Coordinate and maintain the Emergency Plan for the Town and lead the Emergency Control Group.
- Respond to inquiries from and/or liaise with the general public, residents, community groups and internal staff; monitor and liaise with the County of Simcoe on Paramedic Services.

Required qualifications:

- Minimum of 8-10 years of progressive experience as a Senior Officer in fire and emergency services,

preferably as a Fire Chief or Deputy Fire Chief.

- Completed the required certifications:
 - NFPA Officer Certification
 - CEMC certified with experience in the role
 - Unrestricted Class DZ Drivers License
 - NFPA fire instructor
 - NFPA fire inspector
 - Fire investigations training
 - Health and safety certification is preferred with sector training for firefighting
- Bilingual in both official languages (French and English) is considered an asset.
- Comprehensive knowledge of emergency incident management, including significant experience in the role of Incident Commander.
- Have sound knowledge of relevant legislation: Fire Protection and Prevention Act, Occupational Health and Safety Act, Ontario Building Code (as it relates to fire matters), Emergency Management and Civil Protection Act, Ontario Municipal Act, Environmental Protection Act.
- Advanced working knowledge of fire protection and prevention methods, rescue and first aid procedures, safety procedures, rules, and equipment. Thorough knowledge of the operating of all apparatus and equipment and methods in combating, extinguishing, and preventing fires.
- Knowledge of building construction and hydraulics as they apply to the Fire Code.
- Good computer skills and related office equipment.
- Must possess superior public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, local boards/commissions, community groups and the public.
- Must be well organized and able to deal with multiple priorities.
- Excellent leadership, management, and organizational skills.
- Ability to deal with pressure and stress related to emergency situations.
- Exceptional communication and interpersonal skills.
- Experience in negotiations considered an asset, in the form of collective bargaining setting.

Compensation: The salary rate for this position is \$108,781 to \$127,236.00 per annum. The Town offers a competitive benefits and pension package.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on November 18th, 2022**, to the Human Resources Department by email hr@penetanguishene.ca.

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.