



County of Forty Mile No. 8

EMPLOYMENT OPPORTUNITY

FIRE CHIEF

Permanent, Full-Time

The County of Forty Mile No. 8 is located in southeast Alberta and centered between the cities of Lethbridge and Medicine Hat. The County is a vast area containing 78 townships of land bordering the United States to the south and the South Saskatchewan River to the north. Located within our Municipal boundaries are the Village of Foremost and the Town of Bow Island, 40 Mile Park, Golden Sheaf Park as well as several hamlets. Agriculture is the backbone of the local economy, complemented by oil and gas, alternative energy such as wind and solar power as well as tourism and outdoor attractions such as Red Rock Coulee Natural Area, Etzikom Windmill Museum and Kennedy Coulee Ecological Reserve to name a few.

The County of Forty Mile No. 8 is seeking applications for a highly motivated individual to assume the position of Fire Chief. This position reports directly to the County Administrator and provides professional leadership and direction for the fire services of the Municipality. The Fire Chief is responsible for the County of Forty Mile Fire Department functions for the eight districts in the County, including the implementation and management of the fire and rescue services.

The ideal candidate will demonstrate sound and well-informed judgment, maintain effective internal and external communications with staff and the public and manage incidents decisively and effectively. The candidate will possess excellent verbal and written skills, communication, organizational and computer skills and effective interpersonal skills in dealing with ratepayers, citizens, volunteers and Council.

Comprehensive benefits package which includes medical, dental, extended health and LAPP.

For more detailed information on this employment opportunity, visit the County of Forty Mile No. 8 website at www.40mile.ca/careers.

Interested applicants are invited to submit their resume including relevant work experience, education/training and salary expectation to:

County Administrator
County of Forty Mile No. 8
P.O. Box 160
Foremost, Alberta, T0K 0X0 or Email: CAO@fortymile.ab.ca

This competition will remain open until a suitable candidate has been chosen.

The County of Forty Mile No. 8 thanks all applicants for their interest, however, only those applicants considered for the position will be contacted.



County of Forty Mile No. 8

Job Description Fire Chief

Job Title: Fire Chief
Department: Protective Services
Reports to: County Administrator
Location: Administration Office / Field Locations

1. Purpose of Position

- 1.1 As a member of the County's management team reporting to the Chief Administrative Officer, the Fire Chief is responsible for managerial oversight of the regional Fire and Rescue service. District Fire Chiefs report directly to the Fire Chief.

2. Program Responsibilities

Fire and Rescue Services

- 2.1 Is responsible for and oversees the County of Forty Mile Fire Department functions for the eight fire districts in the County, including the implementation and management of the fire/rescue service contracts with the other municipalities and associations within the County's borders and mutual aid agreements with those municipalities and with other neighbouring municipalities.
- 2.2 Ensures that the Fire Services Bylaw is adhered to and kept up to date.
- 2.3 Develops operational and capital budgets for regionalized and general fire services for Council's approval and ensures that assigned budget responsibilities are monitored and expenses are within the current budgeted allocations.
- 2.4 Is responsible for equipment procurement, coordination of equipment and building/fire hall maintenance, for regionalized and general fire services.
- 2.5 Is responsible for the creation and maintenance of Standard Operating Guidelines for all eight fire districts.
- 2.6 Is responsible for the preparation and development of firefighting plans, procedures and departmental policies; track trends, and anticipate issues that may impact emergency services.

- 2.7 Provides assistance and oversight to the volunteer District Chiefs on department training opportunities, recruitment, and district department management.
- 2.8 When required, operating within the Incident Command System Structure, provide fire service and emergency scene command including scene evaluation, objectives, strategy and tactics to be employed, direction of emergency personnel and resources to effectively and efficiently bring the situation to a safe conclusion.
- 2.9 Provide development, direction and delivery of regional and local training to fire fighters and outside organizations; including detailed data entry and file management of training topics, courses seminars and certifications completed or achieved as required.
- 2.10 Assist District Chiefs with the recruitment of firefighters through the promotion, encouragement and support for all fire districts.
- 2.11 Administration of the Medical First Response program in conjunction with the local fire districts and Alberta Health Services.
- 2.12 Work collaboratively with the Director of Emergency Management in strengthening the Municipal Emergency Plan and ensure that operations utilize the Incident Command System (ICS) on all levels of response.
- 2.13 Work collaboratively with other municipal staff in the County of Forty Mile and the fire districts; build partnerships with other municipal partners and provincial agencies to advance the interests of effective fire services for the area.
- 2.14 Ensures that Fire and Emergency Services bylaws are followed and kept up to date through regular reviews and recommendations via the CAO to County Council.
- 2.15 Is the Fire Inspector and Fire Investigator for the County and ensures that accreditation as such under the Safety Codes Act is maintained and that inspections and investigations are carried out appropriately.
- 2.16 Conduct life safety inspections as mandated by the Quality Management Plan in accordance with applicable legislation in the jurisdiction of the County of Forty Mile.
- 2.17 Manages the County's Quality Management Plan (QMP) in the Fire Discipline.
- 2.18 Responsible for communication with the 911 Call Answer Center and Fire Dispatch Center.
- 2.19 Perform other related duties as required by the County Administrator.

Management Function

- 2.20 Examines and recommends efficiencies or changes to service delivery method with the goal of improving our services and aligning with industry established best practices.
- 2.21 Coordinates and prepares reports and presentations to Council and other agencies as required. Responsible for the incident reporting, invoicing and collection of revenues through insurance and transportation claims.
- 2.22 Demonstrates strong leadership and encourages and supports department staff in their respective roles; providing guidance, mentoring and identifies and makes available appropriate training opportunities.
- 2.23 Ensures that public relations and services provided to the public are maintained at the highest levels of proficiency and professionalism.
- 2.24 Provides appropriate oversight and management of department to ensure that all reports and information required by other parties and other orders of Government are completed and submitted on time and are accurate.

General

- 2.25 Must adhere to all safety standards under the Occupational Health and Safety Legislation, Workers Compensation Board, County Policies and Procedures relating to safety.
- 2.26 Employees are required to follow all current policies and bylaws as set by County of Forty Mile Council; it is the responsibility of the Employee to ensure they have knowledge of the policies and bylaws of the County of Forty Mile.
- 2.27 Liaise with schools, staff and students in regard to student safety and provide public education and awareness programs to promote safety in order to reduce the occurrences of accidents and emergencies.
- 2.28 Regularly communicates with the Chief Administrative Officer/Director of Emergency Management to ensure that they are aware of successes and any challenges or difficulties in the Fire Services Department.

3. Qualifications

- 3.1 The ideal candidate for the position will have recognized professional training in Fire, Rescue and Medical Services from a certified training facility, in house equivalent or any other post-secondary institution for the foregoing standards.

- 3.2 A minimum of five (5) years' progressive experience in a position of responsibility and leadership in the Fire/Emergency Services. Preference will be given to candidates with officer experience in a recognized municipal rural fire service.
- 3.3 Previous experience working with volunteer firefighters and an understanding of the unique challenges' volunteers deal with.
- 3.4 **The following are the minimum training requirements:**
 - 3.4.1 Have a minimum of a high school diploma or equivalent;(preference may be given for post-secondary education in Fire Administration or Fire Sciences)
 - 3.4.2 NFPA 1001 – Level 2 (Fire Fighter Qualifications)
 - 3.4.3 NFPA 1072 – Operations (Responders to Hazardous Materials Incidents)
 - 3.4.4 NFPA 1041 – Level 2 (Fire Service Instructor Qualifications)
 - 3.4.5 NFPA 1051 (Wildland Firefighter Qualifications)
 - 3.4.6 NFPA 1021 - Level 1 (Fire Officer Qualifications)
 - 3.4.7 NFPA 1031 (Fire Inspector Qualifications would be an asset)
 - 3.4.8 NFPA 1033 (Fire Investigator Qualifications would be an asset)
 - 3.4.9 NFPA 1035 – Level 1 (Public Fire and Life Safety Qualifications would be an asset)
 - 3.4.10 NFPA 1521 (Incident Safety Officer would be an asset)
 - 3.4.11 ICS 300
 - 3.4.12 Alberta Safety Codes Officer – Fire certification or ability to obtain
 - 3.4.13 Standard First Aid & CPR
 - 3.4.14 Valid Class 5 Alberta Driver's License with Q (air brake endorsement), be able to provide an acceptable driver's abstract, a satisfactory criminal record check, and a successful completion of the pre-employment drug screening.
 - 3.4.15 Working knowledge of the Alberta Fire Code, Alberta Building Code, Alberta Safety Codes Act, Forest and Prairie Protection Act, and the Alberta Emergency Management Act.

4. Required Knowledge, Abilities and Skills

- 4.1 Be knowledgeable of public relations and conflict resolution techniques, good observation, problem-solving and decision-making skills. The ability to deal with stressful situations and to react quickly with good judgment, diplomacy and tact.
- 4.2 Demonstrate mature written communication and report writing skills and strong computer skills in a Windows environment with specific skills and experience in MS Word, Excel and appropriate industry software programs.
- 4.3 Possess a high degree of moral and ethical character.
- 4.4 Demonstrates a strong ability to work effectively within a public sector environment and is politically astute and media savvy.
- 4.5 Possess a high degree of integrity, professionalism and confidentiality.
- 4.6 Ability to work well in a high paced, developing working environment.
- 4.7 Ability and desire to support, coach, mentor, lead and develop subordinate staff and volunteers to maximize their time, talents, and resources for effective, efficient service to external and internal customers.
- 4.8 Support, collaborate and develop mutually beneficial partnerships with others in and outside the organization in accordance with the Counties mission and values.
- 4.9 Work cooperatively as a team player sharing expertise, knowledge and action in support of County of Forty Mile Fire Department, the management team and CAO respectively.
- 4.10 Proven ability to make rapid decisions in complex situations with tight time constraints under adverse conditions.
- 4.11 Continually update knowledge, expertise, personal development in Leadership, Managerial and Emergency domains.
- 4.12 Have a constant awareness of internal and external customers, directing all efforts to service of them.
- 4.13 Effective interpersonal skills in dealing with ratepayers, citizens, co-workers, volunteers and Council.
- 4.14 Good planning and organizational skills, demonstrating initiative and innovation.

- 4.15 Recognize changing priorities and approaches, showing common sense and sound judgment aligning with the overall vision and values of the County.
- 4.16 Awareness of split second strategic or tactical decisions made in emergencies that are positively or negatively impacted on life safety, degree of victim trauma, extent of property damage, financial impacts, liability and insurance premiums.
- 4.17 Understanding ramifications of decisions, effects on service to the public and volunteers, staff, policies, procedures and possible liability to the County.
- 4.18 Ability to hold confidential matters in strict confidence.

5. Working Conditions

- 5.1 Work schedule is 40 hours per week and the ability to respond to evening and weekend emergency calls or other related evening and weekend meetings or training as required.
- 5.2 Available by cell continuously.
- 5.3 Ensure all operations are conducted in a safe manner and in accordance with the County of Forty Mile policies and all Occupational Health and Safety Rules and Regulations.
- 5.4 Driving in various weather and light conditions.
- 5.5 Successful candidate must reside within the County of Forty Mile No. 8 municipal boundaries.

APPROVAL:

Chief Administrative Officer

Date