

### **Why work for the Town of Canmore?**

For starters, you can take great pride in our organization, its positive work culture and our exceptionally trained team of talented Fire and Rescue professionals who accomplish outstanding work every day for our citizens. You will have the opportunity to lead a team that is professional, fun, dedicated and passionate about serving their community, and the endless opportunities for adventure in our magnificent Rocky Mountain environment.

Are you looking for a leadership role that lets you make a real difference in people's lives? Do you have education and expertise in emergency management, leadership, and stakeholder engagement? Can you translate organizational, political, and community needs into actionable operational items? Look no further! This is an exciting time to join the Town of Canmore Fire Rescue Leadership team.

### **Position Overview:**

Reporting to the General Manager of Municipal Services and working together with all Town of Canmore ("Town") departments, the Fire Chief is responsible for maintaining internal and external relationships, situational awareness, resource management, strategic planning and providing leadership and mentorship. As the manager of the Fire-Rescue department, the Fire Chief ensures the delivery of public education and prevention, fire safety standards and enforcement, emergency response, and advancement of Town Council's strategic plan. Additionally, the Fire Chief will be a business SME during collective bargaining and is responsible for ensuring respectful communication and relationships with the bargaining unit. This role requires a broad combination of strategic leadership and active oversight of the department's daily operations.

### **Qualifications:**

- Post-secondary education related to Fire Service Management, Business Administration, or Public Administration- **Required.** (\* *Combination of education and experience maybe considered*)
- Certification or coursework related to change management, critical thinking, organizational behaviour and/or related topics- **Required.**
- Class 5 Drivers License- **Required**
- NFPA 1021 Fire Officer – *Asset.*
- Alberta Fire Safety Codes Officer – Group B, Level 2– *Asset.*
- NFPA 1033 Fire Investigator– *Asset.*
- NFPA 1041 Fire Service Instructor– *Asset.*
- Incident Command System 400– *Asset.*
- Medical First Responder, Emergency Medical Responder, Primary Care Paramedic or Advanced Care Paramedic designation– *Asset.*
- Class 3 Drivers License with Q endorsement-- *Asset.*

**Experience:**

- Minimum of five years' experience in a senior leadership position- **Required.**
- Thorough knowledge of all aspects of emergency service delivery and management, particularly in a composite staffing model and unionized environment.- **Required.**
- Experience with the delivery of fire-medical response services and how it interacts with the community and other response agencies- **Required.**
- Proven experience in team building, change management and strategic thinking and implementation- **Required.**
- Proficiency working in Microsoft Office Programs including Word, Excel, and Outlook as well as operational databases and software platforms- **Required.**

**Work Schedule:** Typically, Monday to Friday 8:30 am-5:00 pm. Given the management responsibilities and that emergency response expertise may be required on short notice, work may be required outside of regular business hours.

**Salary & Benefits:**

- **Salary Range-** \$141,814.40 – \$157,580.80 per annum
- Competitive Salary, benefits package, & personal wellness plan
- Vacation entitlement provided based on successful candidate's qualifications as they directly related to the position
- Generous RRSP matching plan
- EDO-Earned Day Off program
- Personal development & learning opportunities
- Positive work culture
- Work-Life Balance

**Closing Date for Applications:** This posting will remain open until **May 14, 2024.**

**Join Our Team**

To apply, please visit the [job ad on our website](#), combine your cover letter and resume into a single document (PDF or Word) and click the "Apply Now" button below. To help us learn more about you, in your cover letter please clearly explain the following:

1. Why you want to be the Fire Chief for the Town of Canmore. Why live and work in Canmore?
2. What leadership skills and experience do you have that would make you a great leader-mentor for the team and our community?
3. What emergency service and leadership experience do you have that would help you to successfully navigate the complex issues of our unique mountain town?