



**EMPLOYMENT OPPORTUNITY
FIRE CHIEF
PERMANENT FULL-TIME
Job #24-056**

Located at the crossing of the Athabasca and McLeod Rivers, Whitecourt offers its citizens natural trails and amenities to explore. It is perfect for all outdoor enthusiasts! Only 90 minutes northwest of Edmonton, this hub of the north is a place of growing families and adventurous souls seeking rewarding work and a high quality Alberta lifestyle.

We believe that our values of diversity, collaboration, innovation, and mutual respect bring out the best in our team, and we are looking for an integral member to help shape the future growth of our community. Our organization has an opening for a permanent, full-time Fire Chief.

The Fire Chief is responsible for the safe and efficient operation of the Whitecourt Fire Department and for the general protection of life and property. The Fire Services, working with other emergency services and mutual aid partners, is critical to the safety and quality of life in our community.

Primary Responsibilities:

- Reporting to the Director of Community Safety, this position is responsible for the management and supervision of emergency incidents response, fire prevention, inspection and overall training within the Fire Services Department.
- Evaluate and monitor fire prevention and control policies for the municipality.
- Member recruitment, training, evaluation, and retention.
- Review department performance and available resources.
- Participate in a rotating on call duties schedule.
- Assume incident command role at emergencies.
- Attend emergency situations and support of on-scene staff.
- Fire incident investigation.
- Purchase of fire apparatus, equipment and supplies.
- Prepare the annual operating and capital budget.
- Public relations for fire related matters.
- Responsible for FireSmart Initiatives.
- Responsible for fire inspection and investigation activities as outlined in the Quality Management Plan.
- Lead up to 50 part-time volunteer firefighters, and two full-time Deputy Chiefs.

Qualifications:

- Meet NFPA standards for Firefighter Professional, NFPA 1001 Level II.
- Certified in NFPA 1041 Level II, BSCO Fire Discipline, NFPA 472, NFPA 1051, NFPA 1021.
- Certified as a Fire Inspector Level II and Fire Investigator Level II.
- Certified in ICS 100, 200.
- A high quality team player who can work proactively is required of this position.
- Experience in working with volunteer fire departments would be an asset.
- Good people skills, formalized training in supervisory development and public relations.
- Must be able to demonstrate effective leadership, supervision, and sound judgement

under conditions of stress.

- A minimum of 10 years' progressive fire service experience.
- A minimum of 5 years' in a leadership capacity.
- Class 3Q driver's license.
- Advanced First Aid, ICS 300, ICS 400 would be an asset.
- Experience with FireSmart initiatives is an asset.
- As the fire department covers the rural area surrounding Whitecourt, some experience in rural firefighting would be an asset.
- Deployment experience would be an asset.

Compensation:

The Town of Whitecourt offers a progressive working environment, a competitive salary, comprehensive benefit plan, and Local Authorities Pension Plan.

Application Submission:

The successful applicant will be required to pass a pre-employment physical and criminal record check, and provide a clean driver's abstract, prior to being hired.

If you feel that you have the qualifications and desire to be part of the Town Team, please submit your resume to the following address. Preference will be given to applications received before 4:00 p.m. on Friday, October 18, 2024; however, the position will remain available until a suitable candidate is found.

Town of Whitecourt
Attn: HR/Payroll Clerk
Re: Job #24-056
Box 509, 5004 52nd Avenue
WHITECOURT, AB T7S 1N6
Fax: 780-778-5179
Email: hr@whitecourt.ca

We thank all applicants for their interest, however only those who are selected for an interview will be contacted