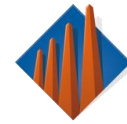


Position Posting

Fire Chief
(1 Position Available)



LLOYDMINSTER

Term of Employment:	Full-Time, Continuing
Rate of Pay:	Out-of-Scope, Fire Chief Band
Location:	Fire Hall 1 or 2
Duties:	<p>The Fire Chief provides professional, strategic leadership to the entire Fire Services Department. This position is responsible for directing and supervising all facets within the Lloydminster Fire Department and holds functional responsibility for the operations and administration of the department, which includes the management and supervision of emergency incident responses, fire prevention, inspections, and overall training for the Lloydminster Fire Department. This individual plans, organizes, directs and controls the activities of the department including Incident Command when required. This position develops logistics and strategies for the department's vision and long-term goals, and implementation in alignment with the City's Strategic Plan, administers budgetary and fiscal aspects, and efficient operation of the fire suppression and prevention activities of the Lloydminster Fire Department with the goal of mitigating losses of life and property due to any emergency as required. Working with other emergency services and mutual aid partners is critical, therefore, in addition to managing the internal affairs of the department, the Fire Chief is responsible for coordinating departmental activities with other departments, local community organizations, and various stakeholder groups. The work performed is characterized by the exercise of independent judgment in the development of short and long-range plans, rules, regulations and policies to meet the City's needs in accordance with generally accepted industry standard practices. Maintain applicable asset management system for Fire Services.</p> <p>The Fire Chief leads a team of professional and technical staff covering a wide variety of areas of specialization and is responsible for assuring the department is managed to deliver the highest level of service to the community.</p> <p>Financial Leadership</p> <ul style="list-style-type: none">• Propose departmental budgets for Executive Manager approval.• Monitors both revenues and expenditures against the budget to ensure compliance with the City's budget and Strategic Plan. Initiates corrective actions and develops ongoing improvements.• Procures and purchases goods and services in compliance with the City's financial policies.• Understand the implications of financial decisions and impact on the department.• Monitors and controls budget for the department, ensuring expenditures and revenues are in compliance with sound financial management practice and the budget plan.• Develops, recommends, monitors, and controls operations, capital and maintenance budgets.• Prepares and manages the Fire Services operating and capital budget with Assistant Fire Chiefs.• Manages fuel, tire, and supply contracts and inventory control systems.

- Develops and implements purchasing procedures, which are compliant with the corporate purchasing policy.
- Assist and formulate, coordination of operational and capital improvements budgets. Assist in evaluating the need for and develop plans and schedules for long range programs.
- Monitors performance and seeks efficiencies to save costs.

Strategic Leadership

- Demonstrates passionate personal commitment to quality leadership.
- Acts as a representative for the entire organization, not just the department.
- Effectively translates concepts and information related to the department.
- Establishes credibility by demonstrating broad knowledge and good judgement.
- Positions ideas and proposals to address the needs, interests and concerns for all stakeholders.
- Oversight of departmental projects.
- Provides strategic leadership and direction to the department.
- Reviews and provides direction on procurement functions for reporting departments.
- Ensures the efficiencies of reporting staff through their selection, training, development and motivation.
- Provides direction on investigation and implementation of policy and procedure improvements.
- Develops and monitors business plans, strategies, and processes to ensure high quality of service delivery with a focus on customer service.
- Act as the main public figure while representing the Fire Department for the Public, Elected Officials, and Executive Leadership Team.
- Develop long range operational and planning needs for the department. Including but not limited to apparatus, facilities, equipment, staffing, and programming.
- Anticipates and projects staffing requirements; maintains necessary staffing levels. Ensures qualified personnel are recruited, hired, and trained.
- Participates as an active member of the City of Lloydminster Emergency Management team.
- Evaluates the work of subordinates, guides them, and identifies needs for development.
- Manage professional and competency development of staff, ensuring staff develop the soft skills and technical competency needed to succeed in their roles.
- Manage performance of management staff through coaching, mentoring and performance reviews.
- Provide technical assistance to staff, supervise and participate in the work of Fire Services staff and or consultants in preparation of project plans, agreements, specifications, cost estimates, contract administration for capital projects.
- Responsive to team's strengths and limitations, to ensure the optimum utilization of staff.
- Creates a culture that values, supports, and reflects diversity, equity and inclusion.

- Conduct on-going evaluations of workload and determination of resource gaps within the department.
- Ensures performance discussions are completed, maintaining two-way dialogues on work, expectations and results.
- Assumes the duties of the direct reports during their absence.
- Participates in staff meetings as requested or required.
- Liaison with senior leaders, by responding to their needs in a timely fashion.

Engaged Leadership

- Invests time in managing and developing people, individually and collectively.
- Creates an open, positive working environment to stimulate open discussion.
- Sets clear expectations, monitors, evaluates, rewards and develops performance.
- Builds leadership throughout the department.
- Guides and develops employees through success, career planning and professional development.
- Provides insightful, motivating and constructive feedback, coaching and guidance.
- Ensures the team has the capacity and diversity to meet current and future needs of the City.

Administration

- Reviews and approves all Council Administration reports for department.
- Prepares and approves departmental and Capital budgets.
- Prepares various reports and recommendations for City Council.

Change Management

- Leads change that maximizes desired results and outcomes within the department, the organization and the community.
- Fosters an environment that promotes innovation, continuous improvement and manages risk-taking.
- Anticipates then addresses the impact of large scale changes on morale and productivity.
- Works with the Executive Leadership Team to develop a set of actionable and targeted change management plans.

Accountability

- Develops a culture where people hold themselves personally accountable for results.
- Ensures resources are directed to support the organization's desired goals and culture.
- Serves as a role model in making critical decisions that are required to move the organization forward.
- Sets a climate where team and organizational achievements are recognized, rewarded and celebrated.
- Establishes expectations regarding performance and what success looks like.
- Plays a leadership role in shaping the values and culture of the organization by consistently exemplifying them.

Asset Management

- On an ongoing basis, works to ensure that asset data (including asset age, condition, and replacement value) is reasonably complete, consistent, accurate and up to date.
- Regularly analyzes maintenance and failure data for different asset classes to inform better lifecycle management and budgeting.
- Assists in the development of Asset Management Plans for asset classes within the scope of their responsibility.
- Maintain applicable asset management system for the department.


Operations and Safety

- Actively participate, advocate, and implement the City's Safety Management System.
- Responds to complaints and inquiries from the public, maintaining good public relations and a high quality of service.
- Develops, reviews, and approves standard operating procedures and provides technical support and management assistance to the Assistant Fire Chiefs and department.
- Develops and implement training programs.
- Develops, implements and monitors safety procedures and programs, on behalf of the City
- Ensures National Safety Code compliance.
- Creates, reviews, and analyzes policies, procedures, and operations. Makes recommendations for changes as necessary.
- Works with the Executive Leadership Team to develop a set of actionable and targeted change management plans.
- Develops, recommends, and implements plans, programs & SOP's for the Fire Department.
- Implementation of the Fire Master plan in accordance with Council priorities and budgetary allocations.
- Plan, organize, and direct the programs and functional operations of the Fire Department.
- Responds to incidents and commands firefighting operations when required. Must be able to be contacted and attend scenes at all times to assist others on Emergency Scenes.
- Act as Incident Command on scenes when required and support Incident Command on scenes when other are acting Incident Command.
- Investigates the source and circumstances of fires to detect their causes.
- Enforces fire prevention legislation of Alberta and Saskatchewan and the fire prevention bylaws of the City. Liaises and provides necessary information and reports to both provinces.
- Participates, promotes, and supports the City of Lloydminster Health and Safety Policies and Principles

Relationship Building

- Cultivates effective relationships and networks with other departments, residents, businesses, unions, regional partners, contractors, agencies and other levels of government.
- Builds a commitment to excellence and common purpose by promoting the vision internally and externally.

	<ul style="list-style-type: none"> • Is accessible to staff and invests the time necessary to build relationships. • Maintains a positive relationship with the local IAFF and works collaboratively during union meetings. • Promotes positive customer service internally and externally. • Maintains extensive contacts with outside agencies and the community. Attends meetings as the Department’s representative and meets with citizens, citizens’ groups. <p>Other</p> <ul style="list-style-type: none"> • Other related duties as required.
Schedule:	The position is office based with the requirement to respond to all large incidents and be accessible to staff at all times and requires an on-call rotation of 24 hours per day 7 days per week as required.
Qualifications:	<ul style="list-style-type: none"> • Completion of a four year post-secondary degree related to the Fire Department. • Minimum of 15 years of experience in Urban Fire Services with 8 years of supervisory experience is required. • NFPA 1001 - Firefighter 2 is required. • NFPA 1021 - Fire Officer 2 is required. • NFPA 1041 - Fire Service Instructor I is required. • NFPA 1033 - Fire Investigator is required. • NFPA 1031 - Fire Inspector II is required. • ICS 300 is required. • Solid working knowledge of legislation related to the fire service for both Alberta and Saskatchewan. • Minimum 5 years experience overseeing Unionized Fire Departments is required. • Ability to foster a cohesive work environment. • Ability to work well under pressure, work within tight timelines and manage competing priorities. • Demonstrated leadership, organizational and management skills. • Strong interpersonal skills and the ability to effectively work with a wide range of individuals and municipalities in a diverse community. • Knowledge of municipal operations and strategic direction. • Knowledge of organizational structure, workflow and operating procedures. • Proven ability to maintain strict confidentiality and demonstrate discretion. • Ability to communicate effectively both orally and in writing with staff, stakeholders, residents, clients, Council and the public in face-to-face, one-on-one settings and in group settings. • Ability to lead and effectively coordinate the efforts of various City departments and functions with other governmental or private agencies to accomplish City goals and objectives. • Ability to implement, develop and carryout working procedures and programs. • Must possess a valid Class 3 Drivers License with Air Endorsement registered in either Alberta or Saskatchewan. This position may be required to drive a personal vehicle or municipal vehicle for business purposes. • Must maintain a residency within the corporate limits of the City of Lloydminster.

Pre-Employment Requirements:	<ul style="list-style-type: none"> • Satisfactory Criminal Record Check with Vulnerable Sector Check • Successful applicant must provide proof of all qualifications. • Applicants with international education will be required to include an Academic Credential Assessment with application.
Closing Date:	January 27, 2025
Posting Type:	Internal & External
Application Information:	<p>The City of Lloydminster offers consistent working hours that afford a positive quality of life, a competitive salary/benefit package, and is an equal opportunity employer. If you have questions or require further information on this position, please contact us. All applications must be sent to the Employee Relations team and received by the closing date.</p> <p><u>Victoria Macvarish</u> HR Generalist, Employee Relations City of Lloydminster 4420-50 Avenue Lloydminster AB/SK T9V 0W2 Phone: 780-875-6184 Internal Candidate Email: employeerelations@lloydminster.ca External Candidates apply at: www.lloydminster.ca/jobs</p>
Posted By:	 <hr/> Kara Farrell Posting Date: January 6, 2025