

FIRE CHIEF

THE OPPORTUNITY

Working on call for 96-hour shifts, the Fire Chief's primary responsibilities are management, planning, budgeting, supervision, and running the operational component of the Lake Louise Fire Department. The Fire Chief will respond to all incidents which occur in the 96-hour shift (or delegate as necessary and appropriate). The Fire Chief will act as Incident Commander, leading and directing paid on-call Firefighters and Career Members during incidents and training, while delegating responsibilities as required. The Fire Chief may be the only Fire Department personnel on call and may have to respond to incidents alone. Common incidents include but are not limited to: Medical First and Co-Response, MVC, Fire Alarm, Wildfire, Vehicle Fire, Structure Fire and Mutual Aid Response. In addition to conducting operational response, the Career Fire Chief will ensure operational readiness of all Fire Department Equipment.

Scope: The Fire Chief reports to the Executive Director of the Lake Louise Banff Municipal Services Society.

IDEAL CANDIDATE

Are you a leader in fire services and an outdoor enthusiast? We have an exciting opportunity for a dedicated Fire Chief to lead emergency services in the vibrant community of Lake Louise and surrounding areas. The Fire Chief will have 3 direct reports and lead a team of up to 20 dedicated POC firefighters. Lake Louise is situated within Improvement District No. 9 (ID9), which serves as the municipal government for the region encompassing Banff National Park outside the corporate limits of the Town of Banff. This is your chance to make a difference in an exceptional mountain community by leading our emergency services team.

Working Conditions:

The Fire Chief role in Lake Louise is physically and mentally demanding, requiring operational leadership beyond traditional administrative duties. This position involves responding to emergencies, overseeing fire suppression and rescue operations, and ensuring public safety in a dynamic and often unpredictable environment. Firefighters may encounter hazardous conditions, extreme temperatures, prolonged physical exertion, and exposure to smoke, chemicals, and other environmental risks. The role demands resilience, rapid decision-making, and the ability to lead under pressure, often in challenging terrain and adverse weather conditions. Given the nature of

emergency response, irregular hours, extended shifts, and on-call responsibilities are inherent to the role.

Physical Demands:

The Fire Chief role is physically demanding, requiring prolonged standing, walking, lifting heavy objects, and operating light to heavy equipment. It also involves frequent stretching, bending, kneeling, and working on step stools or ladders, often in awkward positions, along with a high level of physical activity.

Environmental Conditions:

The Fire Chief works with hazardous and sometimes toxic materials that can pose serious health risks if not properly managed or if appropriate personal protective equipment (PPE) is not worn. Additionally, the Fire Chief may come into contact with bio-waste and is exposed to various other dangerous substances, which can increase the risk of serious health conditions, including cancer. Strict adherence to safety protocols and the use of protective equipment are crucial in minimizing these risks.

Sensory Demands:

Many of the activities require periods of intense concentration. Safety of self, public, equipment, and facilities is a major component of the position. The Fire Chief is frequently exposed to loud noises, such as sirens and alarms, which can impact hearing over time. Occasionally, materials and equipment give off noxious fumes and have powerful odors. If not handled properly, these items can cause injury, sickness, and/or skin irritation and rashes. Proper adherence to safety protocols and use of protective equipment is essential to mitigate these risks.

Mental Demands:

Stress can be caused by demands from the public, long hours, high-risk call response, and emotional trauma. During these activities the incumbent may be asked to work long hours and maintain the dedicated quality and attention to detail required of the position. Public and personal safety is to be a primary focus.

THE ORGANIZATION

Lake Louise Fire Department (LLFD) proudly provides a number of services to the community including fire suppression, structural & wildland firefighting and motor vehicle extrication. We also provide first response medical assistance to our residents and the community at large through fire department automatic and mutual aid agreements.

The LLFD is governed by the Lake Louise Banff Municipal Services Society (LLBMSS), which is run by a Board of Directors.

For more information, please visit their website: www.improvementdistrict9.ca

RESPONSIBILITIES

- Complete long-range planning and daily operational and administrative oversight of the staff and volunteer fire members.
- Work collaboratively with Parks Canada, community groups, and leaseholders.
- Oversee and manage all aspects of the fire operations, including fire prevention, fire suppression, and rescue activities as authorized, and as per appropriate legislation, policies and standard operating practices, and ensure LLFD has operational guidelines in place.
- Manage administrative requirements and systems to meet operational and legal requirements.
- Determine the effective recruitment, training, assignment, discipline and orientation of staff and volunteers.
- Organize and utilize members and contracted agencies effectively by maintaining appropriate levels of supervision and delegation when necessary.
- Demonstrate strong interpersonal & communication skills, working cooperatively with members, partner agencies, town businesses and residents.
- Comply with occupational health and safety requirements.
- Manage the annual budget.
- Respond to emergency incidents, direct company tactics, strategies and tasks. Assume control of an incident by establishing a command organization. Formulate an action plan, communicate clearly and direct activities under extreme and dangerous conditions and compressed time frames.
- Ensure for proper operation, maintenance, testing, and housekeeping of all equipment and fire facilities.
- Complete training records and properly document training as required.
- Process monthly payroll(s) when necessary.
- Ensure employee files are up-to-date and compliant for audit purposes.
- Maintain confidential personnel records.
- Review employee files regularly.
- Establish and maintain good communication within the organization and with external agencies, both by email and in person.

KNOWLEDGE SKILLS AND PERSONAL ATTRIBUTES

The incumbent must demonstrate the following:

- Excellent knowledge of Microsoft Office, Excel and related Fire Department software.
- Independent decision making and problem solving.
- Effective verbal, written and listening communication.
- Ability to work and accomplish tasks with little to no supervision.
- Having strong communication, interpersonal skills and working relationships.
- Demonstrated track record collaborating effectively with internal and external stakeholders in a team environment, including Senior Officers, Board Members, Elected Officials and intermunicipal, provincial and federal partners.
- Demonstrated leadership and team building skills.
- Management skills in strategic planning, organization, interpersonal, analytic and problem-solving, and conflict resolution.
- Possess physical and mental agility and stamina to perform all functions required.
- Must be able to handle confidential information in an ethical and professional manner.
- Be honest and trustworthy.
- Be respectful of all staff and the public.
- Demonstrate sound work ethics.
- Ability to work in a safe and practical manner.

Certifications and Experience:

The ideal candidate will be positive, trustworthy and knowledgeable, the potential candidate has:

- Completion of Post-Secondary education (Diploma or Degree in Emergency Service Administration is an asset).
- 5+ years in a Fire Officer position in a municipal environment; 5+ years progressive supervisory and leadership positions in a municipal fire department would be an asset.
- NFPA credentials in support of Senior Officer level.
- Currently hold or willing to work towards ACP registered EMR/PCP.
- ICS 300; ICS 400 an asset.
- WHMIS.
- Clean Drivers' Abstract Class 3 / 4 with Air Brake.
- Valid Drivers Licence with current abstract.



- Clean Criminal Record check including Vulnerable Sector.
- Member in good standing with a fire service organization [e.g. FIAA, AFCA].

Preferred Leadership Qualities:

The ideal candidate will demonstrate the following skill-sets:

- Team-Oriented Leadership: Proven ability to foster collaboration, trust, and inclusivity within the department, ensuring a supportive and cohesive team environment.
- Mentorship & Development: Commitment to guiding and empowering team members by providing opportunities for professional growth and leadership development.
- Decisive & Adaptive Problem-Solving: Capable of making well-informed decisions under pressure, with a willingness to explore new solutions and adapt to evolving challenges.
- Ownership & Accountability: Demonstrated initiative, takes responsibility for tasks and outcomes, and encourages others to step into leadership roles.
- Resilience & Confidence Building: Supports all team members in overcoming challenges and building confidence in their roles through coaching and encouragement.
- Effective Communication & Public Engagement: Ability to communicate effectively with team members, stakeholders, and the community, representing the department with professionalism and transparency.
- Community-Centered Leadership: Actively engages with residents, businesses, and organizations to strengthen relationships, promote fire safety education, and enhance public trust in emergency services.

FOR MORE INFORMATION, PLEASE CONTACT

SANDY JACOBSON | T: 780.944.1327 | E: sandy.jacobson@richardsonsearch.ca |
www.richardsonsearch.ca