

### **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 day-to-day operations of the department. Given the management responsibilities and that emergency response expertise may be required on short notice, work may be required outside of regular business hours.

### **Core Accountabilities:**

#### **Leading**

- Leads the Town culture by modeling the values and practices of: Open and Honest Conversations, Developmental Orientation, Discernment, Collaboration, and Appreciation
- Effectively puts people first
- Maintains a high degree of personal integrity and commitment by being a role model for the Town's core values
- Is aware of Truth and Reconciliation Calls to Action, issues of social justice, and equity, diversity, and inclusion, and is committed to addressing these issues and working toward developing a welcoming and inclusive community
- Prioritizes team development, through mentoring and coaching staff, and providing honest feedback in a timely manner

- Leads the relationship of the Fire-Rescue department with and as part of the Town of Canmore corporation
- Develops the Fire-Rescue team to a high level of organizational, technical, and interpersonal proficiency
- Ensures that all staff are well oriented and trained in Town procedures, operational duties, and customer service standards
- Actively leads and engages team meetings to identify patterns, trends, and issues as well as best practices for team and organizational efficiency and effectiveness
- Establishes an environment of collaboration, shared ideas, and group participation in problem solving
- Naturally identifies and is open to opportunities for improvements
- Exercises discretion and judgment in decision-making while honouring corporate principles, values, culture, and intention.

#### **Business Acumen**

- Develops and manages annual operational and capital budgets for the Fire-Rescue department
- Reviews and explains monthly financial statements, reports on variances, and identifies trends to improve cost effectiveness
- Is knowledgeable of and ensures team members are informed about Town policies, directives, and procedures
- Aligns resources with service delivery innovations (both cost efficiencies and revenue generation)
- Fosters a public service focused culture
- Oversees the development and review of the Fire bylaws to accommodate both future and present needs
- Defines a service level standard that is consistent and high-quality, and that translates into transparent and fair processes for the community and reasonable workload for staff
- Ensures department compliance with all relevant industry regulations and acts
- Effectively manages resources (human, physical, financial, information) to achieve results that are aligned with the Town's organizational goals
- Monitors and manages the 911 dispatch contract to ensure NFPA 1221 compliance
- Manages, directs, and supervises the activities and functions of the comprehensive fire investigation program that determines the cause and origin of all fires within the municipality of Canmore
- Manages, directs, and supervises the activities and functions of the comprehensive fire prevention program that complies with the Town of Canmore's Quality Management Plan
- Maintains a comprehensive set of metrics related to calls for service, staff engagement, and department performance

- Analyzes statistics to ensure compliance with benchmarks and performance measures

### Relationships

- Has conversations with staff, peers, and direct supervisor in a timely manner and addresses performance issues head on, in a supportive and developmental way
- Works respectfully and collaboratively with IAFF Local 4705
- Is on time for meetings, meets deadlines, and responds to emails and requests in a timely manner
- Develops strong working relationships and facilitates collaboration inside and outside the organization
- Actively participates as a key member of the Canmore Emergency Management Agency
- Works collaboratively with other Town departments

### 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:**

- 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 **August 10<sup>th</sup>, 2025**.

**Join Our Team** To apply, please combine your cover letter and resume into a single document (PDF or Word) and click on the "APPLY NOW" link below. To help us learn more about you, in your cover letter please clearly detail 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?