

The opportunity

Leduc County is looking for an experienced and highly motivated Fire Marshal to join our team. Reporting to the Deputy Fire Chief – Training and Support, this exciting opportunity administers and enforces the *Safety Codes Act* and Regulations applicable to fire discipline. Through managing priorities, the fire marshal is a key contributor to the achievement of the department's operational deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Oversees the fire inspection program and performs fire inspections for compliance with the *Safety Codes Act*, National Fire Code-Alberta Edition, applicable Quality Management Plans (QMP), policies, procedures, and any other relevant legislation.
 - Conducts site inspections and re-inspections, documenting code infractions, deficiencies, non-permitted work, and unsafe conditions.
 - Identifies corrective actions required to achieve code compliance, issues and follows-up on orders to comply.
 - Reviews alternative solution proposals and issues variances.
 - Reviews and accepts submitted signed Verification of Compliance (VOC).
 - Investigates complaints, unsafe conditions, and accidents.
 - Issues verbal and written directives as needed.
 - Inspects of new and existing above and under ground tanks, piping and dispensing installations and removals.
 - Monitors, revises and assists with the required updates to the Leduc County QMP.
 - Assists with required updates to the QMP for the municipalities we serve.

- Develops and delivers appropriate fire prevention plans and processes, ensuring compliance with relevant legislation.
- Reviews the plans outlined below and monitors compliance, as required:
 - New construction applications.
 - Building renovations.
 - Construction fire safety plans.
 - Storage tanks systems registration, installation, alteration, and removal (for flammable, combustible liquids).
- Supervises and supports staff in the implementation of projects and day-to-day work assignments to meet service area deliverables.
- Provides internal and external clients with fire codes information and assistance.
- Supports fire investigations, as required.
- Oversees the fire guardians and the open burning permits programs.
- Contributes to the development and monitoring of an operating budget for the service area that aligns with departmental objectives.
- Maintains accurate records of plans, permits, correspondence, inspections, and reports.
- Carries out special assignments and assists other department operations as required.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act, Regulation and Code* and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- Five years of progressively responsible leadership within fire services, including experience with the *Safety Codes Act*, National Building Code (NBC) – Alberta edition and National Fire Code (NFC) – Alberta edition.
- Certification as a safety codes officer in the fire discipline, Group B (level 2) and Group E (Tanks).
- Must maintain safety codes officer status with the Safety Codes Council and must receive and maintain a designation of powers for Leduc County and the municipalities we serve.
- Ability to conduct and document inspections and prepare clear, concise reports.
- Proficiency with Microsoft Office suite of tools and familiarity with permitting software.

- A valid Alberta Class 5 driver's license is required, a vulnerable sector clearance, criminal record check satisfactory to Leduc County and the ability to obtain security clearance at the Edmonton International Airport is required.

Nice to have

- Supervisory experience.
- Familiarity with municipal governance, operations, and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$102,192.00 and \$127,740.00, flexible work options that include: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation, and an additional five compensated days in lieu.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.