



Position Recruitment Municipality of Southwest Middlesex Fire Chief



The Municipality of Southwest Middlesex is looking to fill a Part Time Position of Fire Chief. This is a senior administrative opportunity playing an active role with the corporate management team and council, reporting to the Chief Administrative Officer-Clerk. The Fire Chief is responsible to ensure the strategic direction of the municipal fire service is followed and the overall management of its daily operations. The incumbent will be a progressive thinker, with the ability and skills to lead a dedicated group of volunteer fire fighters ensuring that the mandates of the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and the direction of council are fulfilled. The Fire Chief will be responsible for the overall management of the Fire Department.

The Municipality of Southwest Middlesex is seeking an individual with the following attributes:

- NFPA 1021 Fire Officer Certification, Level IV preferred, accompanied by additional NFPA Certification in Fire Prevention, Fire Investigation, and completion of other applicable Ontario Fire College courses.
- Education in Municipal By-Law, Emergency Management, Public Administration, leadership and human resources management.
- Minimum ten (10) years' experience with a municipal Volunteer Fire Department including five (5) years as an Officer with eight (8) years' experience at a supervisory or management level, or equivalents.
- Certification as a Community Emergency Management Coordinator from the Office of the Fire Marshal and Emergency Management.
- Thorough knowledge of a variety of regulations including but not limited to the Fire Code, Fire Protection and Prevention Act, Emergency Management and Civil Protection Act, Highway Traffic Act, Occupational Health & Safety Act, Ontario Building Code, fire inspection and other legislation/regulations, guidelines and best practices related to the operation of a municipal fire department. Demonstrated knowledge of By-laws, Standard Operating Guidelines, Workplace Hazardous Material Information System and Municipal Governance and Policy is required.
- Demonstrated commitment to continuous improvement through performance measurement and benchmarking to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Excellent research, analysis, and policy development skills.
- Demonstrated knowledge of fire administration, suppression, fire-fighting techniques, and fire prevention and education.
- Excellent knowledge of laws, regulations, policies, and guidelines as they relate to emergency and protective services.
- Excellent interpersonal and public relations skills, with a key focus on customer service excellence.
- Excellent written and verbal communication skills.

- Exceptional organizational, planning and time management skills and the ability to balance diverse, changing and conflicting priorities.
- Superior computer proficiency in a Microsoft environment and demonstrated knowledge of information technology including experience with database management and GIS software.
- Effective management and leadership skills to build a successful team.
- Experience in budgeting, financial management, and project management.
- Conflict resolution, negotiation, and problem-solving skills.
- High level of confidentiality.
- Valid and in good standing Class DZ Ontario Driver's license.
- Valid and satisfactory Police Records Check with Vulnerable Sector Search.

See the full job description at www.southwestmiddlesex.ca.

Submit a cover letter, resume and references marked "Confidential – Fire Chief" by regular mail, personal delivery or e-mail (PDF format only) no later than noon on Wednesday, September 30, 2020 to:

Jill Bellchamber-Glazier, CAO-
Clerk Municipality of Southwest
Middlesex
153 McKellar Street, Glencoe, ON N0L 1M0
cao@southwestmiddlesex.ca

We thank you for your interest and would advise that only candidates being interviewed will be contacted.