



Employment Opportunity

Fire Chief

The Municipality of Huron East is a progressive and growing municipality of approximately 10,000 residents. Located in beautiful Huron County, Huron East is a blend of vibrant urban areas, rural communities, and productive farm land. Located 30 minutes from Stratford and one hour from Kitchener/Waterloo and London, Huron East provides an impressive level of services and opportunities for our residents.

The Municipality of Huron East maintains a shared service agreement with the Township of North Huron for the Fire Chief role on a 50/50 basis. The successful candidate will serve as Fire Chief for both the Municipality of Huron East and the Township of North Huron.

What You Will Get To Do

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our communities.

As Fire Chief, you will be a champion for corporate and departmental priorities and values. You will have the opportunity to foster a culture focused on collaboration, accountability, respect and engagement.

Reporting to the CAO, as a member of the management team, the Fire Chief is responsible to act in a senior administrative, operational and leadership capacity. You are responsible for the day-to-day operations and strategic support for divisions as assigned, which may include Risk Management and Education, Asset Management, Professional Development and Training, Suppression, Emergency Management, and/or Administration. Within this capacity, the Fire Chief will be fostering a collaborative and rewarding work environment while managing a high volume of competing activities

As Fire Chief, you will:

- Provide leadership, guidance and support for staff within all divisions;
- Ensure delegated statutory responsibilities are carried out in accordance with applicable legislation, regulations, policies and procedures;
- Develop and implement fire department plans, goals and objectives;
- Oversee the preparation and administration of all operating and capital budgets within the assigned portfolio;
- Supervise and support the recruitment, training, development, attendance, performance and goals of staff;
- Develop and maintain all policies and procedures for the applicable divisions;
- Research, analyze and prepare technical reports and respond to staff, the general public and/or elected officials on various complex matters;
- Represent the municipality at public meetings and/or legal proceedings; and,
- Perform other job-related duties and responsibilities as assigned.

A complete job description is available by visiting the Huron East website <https://www.huroneast.com/en/town-hall/employment-and-volunteering.aspx>.

Who You Are

You are a strong leader who motivates and guides individuals and teams while holding them accountable for results. You encourage high performance through empowerment. You are a collaborative problem solver that has experience negotiating between competing pressures and priorities. You are a visionary thinker who sees the importance of prioritizing self-care, especially when working within emergency services. You use your knowledge and experience in the field coupled with strong communication skills to guide staff. You have a passion for innovation, you evaluate situations, recognize potential -- and potential issues -- and make decisions based on the consideration of multiple variables and points of view.

What You Bring To Our Team

As the ideal applicant, you should possess:

- Ontario Fire College, Company Officer Diploma or equivalent. Mandatory certification requirement.;
- a minimum of five (5) years senior supervisory experience in a Fire Service as a Captain, Deputy Chief, Chief Fire Prevention Officer, Chief Training Officer, Platoon Chief, or a combination of roles;
- a minimum of ten (10) years as a firefighter;
- Thorough knowledge of the Fire Code of Ontario, Building Code, Emergency Preparedness Plans of the community, Occupational Health and Safety, Municipal by-laws, Freedom of Information and Protection of Privacy Act, and other relevant legislation/regulations and/or guidelines as it relates to municipal administration/operations and issues; provincial/federal programs, municipal by-law approvals processes; contemporary management practices;
- Shall possess strong management and supervisory skills within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills;
- Shall possess political acumen and exceptional customer service skills and the ability to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental and corporate contacts, businesses and other levels of government;
- Thorough knowledge of rules and regulations of the department, operation of the apparatus, equipment and vehicles, and emergency first aid procedures;
- Thorough knowledge of current firefighting and prevention techniques as normally acquired through job experience and training sessions and seminars;
- Thorough knowledge of geographic properties of the communities that the department services;
- Knowledge of the commercial, industrial, institutional, and residential activities and building construction of the community necessary to assess emergency situations;
- Communication and public skills in order to provide effective leadership in a high profile municipal position;
- Thorough knowledge of the Emergency Management Act;
- Must be competent within the meaning of the Occupational Health & Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality;
- Must ensure a high level of confidentiality, integrity and professionalism at all times;
- strong financial management and budgeting skills;
- extensive experience and skill in preparing and critically analyzing reports and/or technical documents;
- Excellent project management skills, with the ability to make sound decisions, establish timelines and deliverables, while successfully transitioning from strategy through to implementation;
- A demonstrated ability to establish and maintain effective working relations with elected officials, staff, labour representatives, and the general public;
- Intermediate level knowledge of Microsoft Office Suite (Outlook, Word, Excel) and fire service-related computer software(s); and,

- A valid Class "G" Driver's Licence maintained in good standing.

What We Offer You

- Salary: \$91,400 to \$106,000 annum; and,
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

Posting Date: August 3, 2022

Hours: Monday to Friday, 8:00 a.m. to 5:00 p.m., plus additional hours as required.

Application Deadline: September 2, 2022

Application Instructions:

Interested individuals should submit their cover letter and resume by no later than **4:00 pm on September 2, 2022** to Mr. Brad McRoberts, MPA, P. Eng., Municipality of Huron East, Box 610, Seaforth, Ontario, N0K 1W0 or by e-mail to cao@huroneast.com.

The selection process may include assessment methods to further determine a candidate's aptitudes, behaviour, knowledge and skills for the position.

We thank all who apply, however, only those candidates selected for an interview will be contacted.