

Employment Opportunity

Full-time Fire Chief
Fire and Emergency Services



The Township of Scugog is a picturesque community of 23,500 people located along the shores of Lake Scugog within the Region of Durham. The Township is seeking a highly motivated and energetic individual to become its new **Fire Chief**. As a member of the Senior Management Team, the Fire Chief is responsible to provide leadership, support the Township's strategic priorities, oversee emergency management, and direct the operations and activities of Fire Services in an environment that promotes collaboration, continuous improvement, strategic long-term planning and a focus on service delivery. The department is made up of four (4) full-time firefighters, and between 60-75 volunteer firefighters.

Major Responsibilities:

A. *Direct and Implement Strategic and Business Plans and Policies:*

1. Develop, implement, monitor, and assess plans and policies related to service delivery.
2. Focus on strategic management of fire services and emergency management.
3. Actively communicate with employees on an ongoing basis to support a collaborative, empowered and solution-oriented workforce.
4. Identify, secure and organize resources required to implement approved plans.
5. Monitor and benchmark performance and competitiveness in achieving strategic and business objectives.
6. Create a culture of continuous improvement related to current processes and service delivery, make appropriate strategic decisions, enable changes where warranted, and investigate opportunities to improve policies and standard operating guidelines (SOG's).
7. Undertake strategic planning, projects and work tasks requiring higher-order technical or tactical expertise.

B. *Liase with Council, Senior Management and Stakeholders:*

1. Update the CAO and Council on an on-going basis regarding activities, initiatives, and issues of the Department.
2. Collaborate, as a key member of the Senior Management Team, with other leaders in the organization to assist with corporate strategic issues.
3. Monitor and advise Council and Senior Management of changes to legislation and other best practices applicable to the Department.
4. Prepare and oversee the preparation of the Department's Committee reports, by-laws, policies, and correspondence, and make presentations to Council.
5. Foster good working relationships and respond to queries from elected officials, senior management, key partners, and stakeholders.
6. Act as spokesperson for the Department and Township as required.

7. Exercise delegated authorities and statutory responsibilities.

C. Guide and Coach Staff:

1. Oversee overall operations of the department including Suppression, Training, Fire Prevention, Maintenance, and Administration.
2. Evaluate emergency operations and act as senior advisor to the incident commander.
3. Create a culture of collaboration, communication and customer service in leading and developing staff within the department.
4. Meet regularly with supervisors to develop the next generation of leaders and keep them apprised of daily operations, assist with personnel matters, help problem solve technical issues, and provide support on initiatives.
5. Foster a continuous-learning environment for staff by leading in the development of training and programs.
6. Keep current on technical and professional practice and share information with staff.

D. Prepare, Implement and Monitor Budgets:

1. Lead the preparation of the Department's operating and capital budgets and forecasts balancing the appropriate asset management principles and available funding.
2. Search out and recommend alternative funding sources for programs and projects.
3. Monitor activities to ensure financial expenditures are within budgets available and report significant variances to the Treasurer, Committees and Council.
4. Authorize payment of invoices, payment certificates and refunds.
5. Guide the development of tender documents and recommend the award of contracts for Fire Services.

COMPETENCIES:

1. Leadership strengths and ability to work with others in a collaborative environment.
2. Working knowledge of all requisite Provincial and Federal legislation, regulations, policies, and guidelines.
3. Awareness of principles and current professional practices in the field of Fire Services.
4. Understanding of labour relations and collective bargaining agreements.
5. Knowledge of *Occupational Health and Safety Act* and health and safety policies and practices.

SKILLS:

1. Well-developed interpersonal, written and verbal communication skills, strong leadership, managerial, team building and presentation skills.
2. Strategic planning, decision making and critical thinking skills.
3. Analytical, research, problem solving, negotiation and conflict resolution skills.
4. Project, time management and organizational skills.
5. Computer skills in word processing, data management, and presentations, preferably with Microsoft products, and with information systems and software applications, in fire services.
6. Promote and facilitate public relations, public education and media relations activities.

QUALIFICATIONS:

- At least ten (10) years of progressive firefighting experience;
- At least five (5) years of senior management experience;
- Experience working within a composite department;
- Experience managing in a unionized workforce and negotiating a collective agreement;
- Post-secondary diploma in a Fire Service-related discipline and a graduate of the Ontario Fire College Company Officer Program, and/or Fire Prevention Officer program, Trainer Facilitator or equivalent, NFPA 1001, 1021, 1041, and Emergency Management 100, 200, 300.
- Have superior knowledge of current firefighting and fire prevention methods, including fire scene investigations;
- Must have the ability to supervise full-time I.A.F.F. firefighters and volunteer firefighters, maintain cooperation, have sound judgement, be resourceful and in good physical condition;
- Knowledge of the municipality and surrounding areas;
- Will be on-call and respond as needed in all types of weather and less than ideal conditions;
- Will have to enter hazardous atmospheres and areas and will be expected to work in a safe manner;
- Current CPR and First Aid Certification required; and
- Valid class "DZ" Ontario Driver's License in good standing.

***This position works a variety of hours for meetings outside of standard business hours, including extended hours when responding to emergency incidents.**

Interested applicants are encouraged to submit their resume on or before July 12, 2024, no later than 4:30PM to resumes@scugog.ca

Replies should be addressed to Valerie Ratchford, Human Resources vratchford@scugog.ca.

Note: As part of the selection process, applicants may be required to complete a written and/or oral and/or practical test.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We thank all applicants and advise that only those selected for an interview will be contacted. Personal Information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection Privacy Act.