

MUNICIPALITY OF
**EASTERN
CHARLOTTE**

FIRE CHIEF
Eastern Charlotte Fire Rescue

JOB SUMMARY:

The municipality of Eastern Charlotte has an opening for one (1) full-time **Fire Chief**.

The Fire Chief administers the overall operations of the Eastern Charlotte Fire Rescue (Fire Department) in accordance with the policies established by the Council of the municipality of Eastern Charlotte.

The Fire Chief is responsible for the administrative and technical work in planning, organizing and directing the firefighting and fire prevention activities and other related duties of the municipality. The Fire Chief is responsible for staff, training, budgeting, and all other administrative matters, and for the development and improvement of the Fire Service to keep abreast of changing local conditions and technology in firefighting and fire prevention.

LOCATION:

Primary: St. George

Secondary: Blacks Harbour, Pennfield, Back Bay, & Second Falls.

IMMEDIATE SUPERVISOR:

Chief Administrative Officer (CAO)

STATUS/HOURS:

Flexible Schedule; 35-40 hour per week.

Overtime & Fire Events as required.

KEY DUTIES & RESPONSIBILITIES:

- The Fire Chief shall supervise the overall administration of the Fire Service, including the supervision and discipline of staff, requisitioning of material and equipment, reparation of Departmental budget and maintenance of records.
- Direct the operation, maintenance and improvement of the Fire Dispatch and/or Alert System(s).
- Supervise and organize fire prevention, inspection and promotion.
- Maintenance, repair, and replacement of firefighting equipment and property of the Department through short- and long-term planning.
- Responsible for assisting in the preparing and managing of annual capital and operating budgets.
- Direct the training of firefighting personnel in methods of firefighting and use of equipment.

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KEY DUTIES & RESPONSIBILITIES (continued):

- Prepare rules and regulations for the efficient operation of the Department and recommend to municipality any policy considerations.
- Participation in civic programs, emergency measure activities, fire prevention and safety campaigns, attendance of meetings and addressing groups.
- A broad knowledge of modern firefighting and fire prevention methods including the use of apparatus and equipment.
- A thorough knowledge of rules and regulations and by-laws governing the activities of the Fire Department.
- A thorough knowledge of modern techniques and methods as applied to the administration of firefighting and fire prevention activities and related Federal and Provincial Acts.
- Ability to evaluate the effectiveness of the Fire Service and to correlate its development with changing conditions in the municipality.
- Ability to plan, assign and direct the work of staff, both full-time and volunteer.
- Ability to maintain harmonious relationships with municipal officials and the general public.
- Ability to provide leadership and make sound decisions in directing the operations of firefighters and equipment under emergency conditions.
- Ability to prepare reports and carry out long-range plans and programs; provide a monthly report to Council and attend regular monthly meeting of Council.
- Above average mechanical aptitude and skill in the operation and maintenance of firefighting and rescue equipment.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Grade 12 diploma or equivalent, with graduation from a post-secondary school or any equivalent combination of experience and training is an asset.
- Fire and management related post-secondary courses from accredited institution.
- Minimum five (5) years of progressively responsible fire service experience, with at least three (3) years experience at the officer level.
- Previous experience as a chief officer with courses in senior management related to the fire service would be an asset.
- Sound knowledge and understanding of the principles and practices of fire services and the requirements of the New Brunswick Fire Prevention Act.
- Certified in First Aid and CPR.
- A valid New Brunswick Driver's License, 5E endorsement.

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ADDITIONAL SKILLS

- Strong communication skills.
- Ability to deal with the public and respond to inquiries in a tactful and courteous manner.
- Basic knowledge of computers/technology.
- Working knowledge of all Occupational Health and Safety and Workplace Hazardous Materials Information System regulations.
- Ability to work in a government setting, with elected and non-elected officials and staff at all levels.
- Ability to work independently with minimal supervision.

COMPENSATION

The salary range for this position is \$60,000-\$70,000 in addition to:

- Health & Dental Benefits.
- Mobile Phone.
- NB Municipal Retirement Pension Plan.

This position is Non-Union; not part of a Union Collective Agreement.

The municipality of Eastern Charlotte is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for an interview, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

OPEN: 28 April 2023 | CLOSE: 19 May 2023