



POSITION: FIRE CHIEF / DIRECTOR OF PROTECTIVE SERVICES



Position Profile

The Fire Chief / Director of Protective Services brings strategic and operational leadership to ensure that the Fire Department consistently meets high standards in quality, service, cost-efficiency and responsiveness. The Fire Chief / Director of Protective Services is a key member of the municipality's management team, providing information, advice and insight to Council to inform strategic directions and to ensure accountable service delivery on behalf of taxpayers.

The Fire Chief / Director of Protective Services creates a culture of excellence where firefighters work as a high-performing team; engages the community and builds awareness of fire prevention strategies that enhance the safety and quality of life in the municipality; and manages assets, infrastructure and financial resources within the Fire Department's responsibility (includes Emergency Preparedness and Management Emergency Operations Centre).

Key accountabilities of the role include:

- Overall administration of Fire Department operations and functions, including, but not limited to, fire prevention and public education services, fire suppression, investigation and inspections, search and rescue, auto extrication, hazardous materials response, emergency/disaster preparedness, and mutual aid to other local emergency services;
- Overall administration functions including the management of human resources, financial (capital and operations), including life cycle management of assets, communications/media relations and public affairs, and information technology support;
- Build strong collaborative relationships with firefighters, Council and citizens
- Create and lead a long-term vision for the Fire Department to ensure ongoing community safety;
- Provide performance management and mentor leaders and members of the department;
- Responsible and accountable for knowing and working in accordance with the department's health and safety policies; and working in such a way as not to endanger himself/herself, fellow employees or the public.
- Prepare and articulate goals, concepts and reports to a large audience in a tactful, knowledgeable and impactful manner
- Develop, implement and maintain the emergency management program and plan in accordance with legislative requirements and perform the duties of emergency management.
- Manage resources and provide or support Incident Command in emergency and disaster situations
- Manage the effective communication and enforcement of Municipal Bylaws within the City

of Melfort, inclusive of the supervision and support of appointed Bylaw Officers and the direct enforcement of the Fire and Protective Services Bylaw, the Fire Safety Act of Saskatchewan and the National Fire Code of Canada.

- Take a lead role in terms of Emergency Preparedness and community engagement, inclusive of engaging key stakeholders to coordinate and collaborate in effective community and multi-agency preparedness.

Educational Qualifications and Experience

- An accreditation or professional designation in fire or emergency services;
- Professional Fire Officer Qualification (1021);
- Degree or Diploma in Fire Science, Public/ Business Administration or a related field
- Extensive technical experience (fire suppression, rescue, dangerous goods)
- Experience in a senior fire service leadership position
- Working experience in interpreting and applying Federal and Provincial Codes and Regulations and Municipal Bylaws relative to the activities of the Fire-Rescue Services
- Skilled in the management of change and leading in a Paid-On-Call environment

Competencies Strategic

Thinking

- Develops and implements a vision considering global, societal, and economic trends, stakeholder concerns, regional issues, values and ethics
- Sets transformational goals with broad perspective and long-term timelines
- Provides quality judgment and advice, encourages debate across the hierarchy, skill sets, and stakeholders
- Teaches and learns from others

Engagement

- Mobilizes people, resources and partners
- Maximizes opportunities through relationships and networks
- Builds commitment to excellence, collaborates with strategic alliances, and implements communication and engagement strategies with partners
- Works with others to achieve Fire Department's and municipality's goals

Management Excellence

- Change Management – leads organizational change to maximize results and to build a sustainable entity through effective stewardship and governance; adjusts plans to reflect changing priorities or conditions
- Financial and Asset Management – integrates strategic planning components (in-year

business planning, human resource, IT and information, and asset/capital and communications) to achieve operational efficiencies and value for money; fulfills obligations of financial accountabilities, including effective internal audit function

- People Management – creates a culture of accountability and holds people accountable; supports and implements workforce planning to build and sustain a strong, positive organization that includes workforce risk assessment and opportunities and range of strategies to mitigate risks; demonstrated commitment to high standards related to occupational health and safety
- Information Management - manages information and records according to municipal and Departmental records management policies.

Values and Ethics

- Service delivery with integrity and respect
- Demonstrates and promotes professionalism and integrates values and ethics in personal behaviour and Fire Department practices
- Addresses breaches in values, ethics, and conduct

Conditions of Employment

- Valid Provincial Driver's License
- Criminal Record Check

This full-time permanent position commences December 15, 2019. Salary range for this position is dependent on experience and qualifications. We offer a comprehensive benefits package. For more information on our City visit our website at www.melfort.ca. Resume and cover letter may be forwarded, by November 15, 2019, to:

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