



# Town and County of Stettler Career Opportunity

---

## *Manager of Regional Fire Services*

The Town and County of Stettler have an exciting and unique career opportunity for an experienced professional who will bring inspiring, positive and organized leadership to the position of Manager of Regional Fire Services. This position will have the exciting opportunity to develop and expand the Stettler Regional Fire Department as the organization transitions into a new chapter of emergency services provision.

Reporting to the Chief Administrative Officers of both the Town and County, the Manager of Regional Fire Services is responsible to manage and lead all aspects of the regional fire department operations, training, investigations, inspections, and public education. The Stettler Regional Fire Department consists of four stations, in Stettler, Big Valley, Donalda, and Byemoor.

An ideal candidate would possess the following minimum qualifications and skills:

- Post-secondary education in emergency services, leadership, management or business
- NFPA Certifications including: 1001 (Firefighting), 1006 (Technical Rescue), 1031 (Inspector), 1033 (Investigator), 1041 (Instructor) and 1051 (Wildland)  
Additional certifications would be considered an asset.
- ICS 300
- Safety Codes Officer (Group B2 and Group C2 preferred)
- Valid Class 1, 2, or 3 Alberta Driver's License with air brake endorsement
- Standard First Aid
- Conflict resolution training would be an asset.

A minimum of 5 years' experience in an emergency services leadership role.  
Equivalencies will be considered.

### **Responsibilities**

- Supervises, coordinates, and supports the Town and County Fire Chiefs while balancing the priorities of the regional fire department and of the Town and County Administrations.
- Working with the Town and County Fire Chiefs, directs, trains, and inspires volunteer firefighters.
- Participates in an on-call rotation to respond to fire incidents within the response area as required.

- Establishes, models, supports and encourages a collaborative and healthy work environment including personal accountability, a unified culture, team alignment, engaged employees, respectful conduct, employee and volunteer recognition and continuous improvement.
- Prepares, administers, and manages procurement and operating and capital budgets for the regional fire department.
- Provides oversight to the maintenance of regional apparatus and equipment.
- Participates with the Town and County of Stettler's management teams.
- Leads the development of the regional fire department's business plan, budget, and human resources planning to complement the municipalities' strategic plan.
- Attends Council and Committee meetings as required.
- Liaises with and fosters positive relations with regional partners, municipal neighbors, industry, mutual aid partners, and the public.
- Understands legislative and regulatory requirements and ensures regional fire department is meeting the requirements outlined in such acts including but not limited to Occupational Health and Safety Act, Regulation and Code, the Safety Codes Act, and the Municipal Government Act
- Oversees the regional fire department safety programs ensuring Standard Operating Procedures and Guidelines are developed, updated, and followed for the safety of members.
- Ensures a positive image is portrayed to the public indicating our municipalities' commitment to responsible public service.
- Reports to and updates their supervisors regularly on all activities.

The Town and County of Stettler offer a competitive salary and a generous employer paid benefits package.

The successful applicant will be required to provide a criminal and vulnerable sector records check and driver's abstract.

Please respond in confidence with a cover letter and resume as well as copies of relevant education to:

Town of Stettler and County of Stettler  
 Attention: Manager of Regional Fire Services Hiring Committee  
 Email: [hr@stfd.net](mailto:hr@stfd.net)

The competition will close once a suitable candidate has been found. We appreciate all applications, however only those selected for an interview will be contacted.

**The County of Stettler will have an upcoming job posting for County Fire Chief.** Please let us know if you have interest in being considered for this position as well or keep an eye out for that job advertisement to be released.

Agriculture and oil and gas manufacturing are the core of our economy with tourism being a strong economic driver with popular attractions being our close proximity to Buffalo Lake and the always popular Alberta Prairie Steam Train Excursions. Population within our trading area is approximately 12,000 people. The municipalities offer a wide range of municipal services and quality recreational opportunities that contribute to an exceptional lifestyle.