



Employment Opportunity Fire Chief

The Township of Minden Hills is located in the heart of Haliburton County and includes the sub-communities of Lochlin, Gelert and Irondale as well as the Town of Minden. The area population of approximately 6,000 permanent residents, increases significantly in the summer months with the influx of cottagers, seasonal residents and visitors. We are currently seeking a Fire Chief who is a highly motivated and energetic individual to join our senior management team.

Reporting to the Chief Administrative Officer, the Fire Chief is responsible for fire and emergency services and shall be the key resource person to the Township of Minden Hills Council. The Fire Chief shall carry out all administrative duties as a Department Head of a department. The Fire Chief is responsible for the proactive leadership, policy, overall operation of the fire services including administration, financial management, policy development, operations procedures, fire suppression/investigation, fire prevention and public education, emergency medical responses, training, community emergency planning, supervision of voluntary resources, public relations and ensuring compliance with the Ontario Fire Code, Municipal by-laws and Provincial and Federal Legislation.

Minimum Qualifications:

The ideal candidate will have a proven track record of leadership success. Demonstrated management, organizational and leadership abilities. Excellent supervisory skills and competent in the interpretation and application of employment policies, regulations, acts and guidelines. Demonstrated ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale.

The ideal Candidate will possess:

- A minimum of ten (10) years' firefighting experience with five (5) years' experience in a senior officer rank.
- A post-secondary education in Fire Services Management or a related field.
- A valid "DZ" Driver's License for the Province of Ontario.
- Possession of the Community Emergency Management Coordinator certification, or a willingness to obtain within a specified period of time.
- Graduate of the Ontario Fire College with course studies including NFPA 1001 and 1002, Standard, 1021 Fire Officer I and II, 1041 Fire Service Instructor I and II, 1031 Fire Inspector I and II, 1035 Public Information Officer, 1035 Fire Life Safety Educator and Human Resources Management, or enrolled in or willing to enroll.

Proven ability to provide effective command over firefighting personnel and a thorough understanding of the incident management system. Direct and oversee the firefighting/rescue, public education, and fire prevention, and functions of the department. Excellent knowledge of fire services department processes, procedures, policies, directives and guidelines as well as theory, best practices and principles. Excellent knowledge of fire service related legislation such as the Ontario Fire Code, Fire Protection and Prevention Act and the Emergency Management and Civil Protection Act.

Demonstrated proficiency in MS Office Suite, ability to monitor and work within approved budgets, is flexible, adaptable and responsive to change. Possess excellent planning and time management skills.

Salary will commensurate with experience and skills.

Prior to the final selection for this position, the candidate shall be required to provide, at their own expense, a Vulnerable Sector Check from the Ontario Provincial Police or appropriate Police Force and Driver's Abstract.

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by **12:00 noon December 14, 2017** to sprentice@mindenhills.ca or:

Employment Opportunity - Fire Chief
Township of Minden Hills
7 Milne St, PO Box 359
Minden, ON K0M 2K0

Attention: Lorrie Blanchard, CAO/Treasurer

The Detailed Position Description can be obtained by contacting sprentice@mindenhills.ca

We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially. Persons with a disability preventing them from applying on-line should contact the Clerk's Department at 705-286-1260 to discuss alternative solutions.