



Commissioner & Chief of Fire Services

POSTING No. 202059

The Town of Halton Hills is looking for a qualified candidate to lead our composite Fire Department. Reporting to the Chief Administrative Officer, the Commissioner & Chief of Fire Services will provide strategic leadership and oversight for the Fire Department including fire suppression, related emergency services, fire prevention and public education programs, training, fire communications and emergency planning for the Town. As a member of the Town's Senior Management team this position contributes to corporate management activities and decision-making.

Accountabilities:

- Provide oversight of all functions within the department ensuring compliance with all relevant statutory requirements and corporate policies and practices including health and safety, human resources and financial management
- Demonstrate a high level of customer service for both internal and external customers
- Responsible for assisting with corporate management as a member of the Town's Senior Management team including decision-making, problem-solving, management and implementation of corporate and community matters and projects as may be assigned or delegated through Council's priorities or by the CAO
- Lead and direct recruit selection and staff promotional competitions; direct staff development and talent management. Manage personnel disciplinary actions, dismissals and suspensions. In conjunction with Human Resources, you will be the department lead in contract negotiations, processing employee grievances, arbitration hearings and related labour relations matters
- Prepare reports to Council and General Committee; provide information and advice to Council; attend Committees and Council meetings
- Act as a spokesperson for the municipality in regards to Fire Department matters
- Establish rules, regulations and procedures for efficient operations and consult with appropriate authority regarding major policy determination
- Execute the statutory responsibilities of the Fire Chief. Maintain liaison with Federal, Provincial, Regional and Municipal regulatory authorities and direct the enforcement of By-laws, Acts and Regulations as authorized by law. Acts as the Regional Fire Coordinator every fourth year on a rotation basis, when not Regional Fire Coordinator assume the role of Deputy Regional Fire Coordinator

- Liaise with other government agencies, groups and other municipalities as needed. In particular the Provincial Fire Marshall's Office, the Regional Fire Chiefs group, Halton Regional Police, Halton Emergency Medical Services and the GTA Chiefs group
- Participate in the preparation and implementation of the Emergency Plan for the Town and Region. Ensure maintenance and ongoing monitoring of both as applicable
- Participate in the development, review, update and implementation of the Fire Master Plan for the Town on a regular basis; develop and implement an annual business plan based on the Fire Master Plan. Monitor the Fire Master Plan and annual business plan
- Management of department assets (facilities, vehicles and equipment) and planning for the orderly addition or replacement relating to use, age or community growth
- Prepare annual department operating and capital budget; administer and monitor the implementation of the approved budgets
- Ensure that professional development is maintained in the position and those of other Fire management staff, in accordance with any governing bodies requiring training for the position and any development opportunities required by the Town
- Fulfill the role of Acting CAO as assigned during the absence of the CAO
- Perform all other related duties as assigned

Qualifications and Competencies:

- Minimum twenty years' experience in fire services with ten years at a senior management level
- A university degree in administration, management and related technical subjects or an equivalent of education and experience; graduate of both the Fire Protection Technology and Advanced Management course, from an accredited Fire College
- Extensive knowledge and experience managing a composite fire service staff
- Extensive knowledge of Fire Department rules, regulations, policies, procedures and applicable Municipal and Provincial Codes, Acts and By-laws
- Strategic and visionary thinking with strong analytical and problem solving skills. Able to manage complex issues
- Thorough knowledge of the principles and practices of effective supervision and training coupled with proven leadership skills and an effective motivator of people. Able to inspire staff and promote a strong sense of team
- Superior communication skills, both written and verbal, to effectively promote and represent the Fire Department
- Excellence in facilitation, negotiation and project management skills
- Ability to utilize computer software necessary (Word, PowerPoint, Excel)
- The ability to ensure a high level of confidentiality is maintained

- Knowledge of municipal capital and operating budget systems, as well as functional business administration practices
- The aptitude and ability to effectively assess and administer acquisition and operations of apparatus and equipment including radio communications equipment

Working Conditions:

Work is conducted primarily in an office environment. However it is necessary to attend emergency scenes in accordance with department policy and procedure. There is a potential for injury and exposure to environmental hazards when attending emergency scenes. A Town-owned car will be supplied. Required to attend evening meetings and be on call.

Compensation:

The salary range for this position is \$168,588 - \$200,700 per annum.

This position involves working an irregular work week and the incumbent must be available to work evenings and weekends to monitor programs and service and attend off-site meetings or community events.

Application:

Qualified candidates may submit a detailed cover letter and résumé outlining their qualifications, sent in confidence to the Town by 4:30 p.m., November 13, 2020. Please quote Posting No. 202059 on your cover letter. Please apply to the email address below.

Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

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