



Job Posting – Fire Chief

Organization: Town of Crossfield

Region: South Central Alberta

Application deadline: March 30, 2023

Type: Full time

Category: Fire & Rescue Services

Description

There is no place like Crossfield, and we work hard to keep it that way. Crossfield is a small town in the Calgary Metropolitan Region with a vibrant heritage, a strong industrial base and outstanding transportation infrastructure. Crossfield is poised for growth, 30 minutes north of Calgary along highway 2A and the Canadian Pacific Railway, and within sight of the CANAMEX/North-South Trade Corridor on Highway 2.

We are a talented, diverse and customer service-focused team that prides itself on transparency along with swift, accurate and thorough communication. We believe in efficiency and human connection. We believe in growing our talent and investing in continuous learning at all levels of the organization. We value loyalty, commitment to getting it right the first time and accountability. Our Team is the core of our community, and we believe in providing the best programs and support for our Team Members.

The Town of Crossfield is looking to add a key member to our team and is seeking a full-time Fire Chief responsible for Fire Services.

The Fire Chief reports to the Director of Community and Protective Services and plans, leads, and manages all aspects of the volunteer Fire Services. The Fire Chief will administer applicable local, provincial, and federal fire regulations.

Duties in this multi-faceted role include:

Administrative duties include planning, directing, and controlling all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates and the assignment of personnel and equipment to meet required objectives.

The Fire Chief is responsible for the department's line responsibilities of co-ordinating and administering fire suppression and fire prevention activities in the Town of Crossfield. As part of the emergency and disaster response team in the Town, is responsible for organizing all paid on-call firefighters for emergency and disaster response, as well as day-to-day fire prevention and suppression work.

The Fire Chief has day-to-day responsibility for the training, communications, administration and prevention work in the community. As part of the management team, participates in the overall stewardship of the municipality. This position has corporate and department responsibilities for emergency and business continuity planning.

The Town of Crossfield expects all employees to work in an environmentally friendly way in all tasks they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government, and; to recognize the uniqueness of the individuals they come into contact with, and to treat them with dignity and respect.

Requirements

1. Education and Experience:

- Some University or College courses in related fields such as public administration or emergency management training would be an asset.
- 3 - 5 years of progressively more responsible (senior level) positions in a fire department.
- Interior Level of Service with NFPA 1001 FF2, 1041L2, 1072 Ops
- Preferred Completion of the following would be an asset: NFPA 1002, 1006, 1021, 1031, 1033, 1051.
- Safety Code Officer qualifications: Group A, Group B1, Group B2, and Group C1 investigator.
- EMR, PCP, first aid instructor would be considered an asset.

2. Training, Knowledge, Skills and Abilities:

- Thorough Knowledge of firefighting techniques, emergency response, medical response and accepted practices.
- Incident Command Systems training level ICS 300, with 400 preferred.
- The demonstrated ability to take command at the scene of an emergency incident.
- Experience and training in fire investigation, evidence gathering and scene preservation techniques.
- Training and knowledge of search and rescue operations and techniques.
- Must have a thorough knowledge of firefighting training programs.
- Public education and awareness programs concerning protective services and public safety theories and methods.
- Knowledge and training in crowd control techniques.
- Possess current Standard First Aid and CPR certification.

- Training and understanding of cultural differences or willingness to take such training.
- Ability to deal effectively with people in difficult situations – crisis intervention training an asset.
- Effective written communication skills including the ability to prepare reports.
- Effective public relations, public speaking, and communication skills.
- Stress management skills.
- Time management skills.
- Maintain standards of conduct.
- Demonstrated sound work ethic.
- Valid Class 3Q Driver's License.

This is a multi-faceted position with a variety of administrative, leadership, planning, and physical demands.

The Fire Chief is expected to maintain office hours Monday to Friday **8:00 a.m. – 5:00 p.m. with one hour for lunch.**

The Fire Chief will attend fire and emergency scenes, when available, to assist in the investigation and participate in firefighting activities as deemed appropriate under the circumstances.

Salary & Benefits: The Town of Crossfield provides competitive compensation and comprehensive health and wellness benefits.

Contact: Chief Administrative Officer, Sue Keenan: suek@crossfieldalberta.com

Other relevant information:

Interested candidates must provide a resume and covering letter.

The Town of Crossfield thanks all candidates for their interest; however, only those chosen for an interview will be contacted.