



EMPLOYMENT OPPORTUNITY

Fire Chief

Who WE Are

The Town of Crossfield, located just 30 minutes north of Calgary and 15 minutes from Airdrie, is a fast-growing, vibrant community with a population of over 4,200 residents. As a mid-sized town, Crossfield offers the perfect blend of small-town charm and access to big-city amenities, making it an ideal place to live and work. Our progressive, collaborative work environment is built on teamwork, innovation, and a shared commitment to enhancing the quality of life for our residents. Join us in helping shape the future of Crossfield as we continue to grow and thrive.

YOUR Opportunity

The Town of Crossfield is seeking an experienced and progressive Fire Chief to lead our dedicated paid-on-call Fire Department. Reporting to the Director of Community and Protective Services, the Fire Chief is responsible for a broad range of technical, administrative, and supervisory duties, providing leadership in planning, organizing, directing, and overseeing all aspects of the department. This key leadership role is instrumental in ensuring operational readiness, developing firefighters, advancing fire prevention initiatives, and protecting the safety and well-being of our growing community.

YOUR Essential Functions

- Provide strategic leadership and overall management of the Crossfield Fire Department.
- Respond to emergency incidents and participate in an on-call rotation as required.
- Develop and administer the Fire Department's annual operating and capital budgets in consultation with the Director of Community and Protective Services.
- Develop, implement, and regularly review Standard Operating Procedures (SOPs) and operational guidelines.
- Ensure compliance with all legislation and regulations, including Occupational Health and Safety (OHS).
- Ensure training programs are in place and that all members of the Fire Department meet current firefighting and emergency medical response training standards.
- Mentor members of the Fire Department, assisting with their growth and development.
- Liaise with mutual aid and regional partners to build strong working relationships.
- Provide input on subdivisions, developments, new businesses, and other related matters regarding fire prevention and fire safety.
- Ensure the department maintains operational readiness for emergency response.

Other Duties:

- Review and make amendments as necessary to policies, procedures, and bylaws relevant to the department.
- Support and participate in community engagement/education/awareness activities as required.
- Attend meetings as required, or requested, with Town Council, Fire Department members, Town staff, community partners, external partners, etc.
- Prepare reports on department matters as required.

What YOU Bring

Education and Experience:

- Grade 12 education or equivalent (GED).
- Minimum 10 years of progressive firefighting experience, including leadership, budgeting, public relations, and operational management responsibilities.
- Minimum 3 years of experience in a Senior Officer role.
- A satisfactory Criminal Record Check with Vulnerable Sector Check is required.
- Valid Class 3 driver's license with air brake (Q) endorsement and an acceptable driver's abstract.
- Thorough knowledge of firefighting techniques and practices, as well as medical first response procedures.
- Working knowledge of relevant and applicable federal, provincial, and municipal legislation, including the Alberta Municipal Government Act, Alberta OHS Act/Regulation/Code, Alberta Emergency Management Act, National Fire Protection Association (NFPA), as well as other associated bylaws, regulations and policies.

Required Certifications:

- NFPA 1001 Level II
- NFPA 1002 (Driver/Pump & Aerial Operator)
- NFPA 1072 or NFPA 470
- Basic Emergency Management
- ICS 100 and 200
- First Aid, CPR, AED
- WHMIS
- TDG

Assets:

- NFPA 1021 Level II
- NFPA 1041 Level II
- NFPA 1033
- NFPA 1006
- NFPA 1031
- NFPA 1051
- ICS 300 and 400
- Safety Codes Officer Groups A, B1, B2, C1 and C2
- Director of Emergency Management

Skills and Abilities:

- Proficient in Microsoft Office Suite and other computer applications relevant to the position.
- Strong planning, analytical and organizational skills with the ability to establish priorities.
- Excellent written and verbal communication skills with strong public speaking and presentation abilities.
- Customer service aptitude with the ability to deal with difficult situations with tact and diplomacy.
- Strong interpersonal, active listening and problem-solving skills.
- Demonstrates sound judgment, effective decision-making, and exceptional organizational and time management skills.
- Collaborative leader with the ability to inspire, motivate, coach, and develop others.

What WE Provide

This is a full-time position working Monday to Friday (40 hours per week), with occasional evening and weekend work, as well as emergency response requirements. The Town of Crossfield offers a competitive salary, participation in the Local Authorities Pension Plan (LAPP), a comprehensive benefits package, professional development opportunities, and a collaborative, supportive team environment.

Join the Town of Crossfield and become an integral part of a dedicated and community focused team!

How to Apply:

Interested candidates are invited to submit a cover letter and resume by email, by mail, or in person to:

Human Resources

Town of Crossfield
Box 500
1005 Ross Street
Crossfield, AB T0M 0S0

Email: hr@crossfieldalberta.com

Applications will be accepted until **4:30 p.m. on Friday, September 11, 2026**. Please note that all applicants must be legally entitled to work in Canada. We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.