



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 excited to offer a unique and rewarding opportunity for a full-time Fire Chief to lead our dedicated paid-on-call Fire Department! Reporting directly to the Director of Community and Protective Services, this key leadership position is responsible for a broad range of technical, administrative, and supervisory duties. You will have the opportunity to plan, organize, and direct the delivery of exceptional fire services, ensuring the safety and well-being of our community. If you're a passionate, forward-thinking leader ready to make a lasting impact, this is the role for you! Join us in shaping the future of emergency services in Crossfield.

YOUR Essential Functions

- Oversee the management and operation of the Crossfield Fire Department.
- Respond to emergency calls for service and perform on-call duties as needed.
- Prepare annual budgets for the Fire Department in consultation with the Director of Community and Protective Services.
- Prepare and ensure regular review of standard operating procedures/guidelines for all associated duties and tasks.
- Ensure compliance with all legislation and regulations, including Occupational Health and Safety.
- Ensure training programs are in place and that all members of the Fire Department are appropriately trained according to current firefighting and emergency medical response standards and requirements.
- 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.

Other Duties:

- Review and make amendments as necessary to policies, procedures and bylaws relevant to the Fire 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 & Experience:

- Grade 12 education or equivalent (GED).
- NFPA 1001 Level 2, 1002 Driver/Pump Operator (Aerial Apparatus an asset), 1021 (Level 2 an asset), 1041 (Level 2 an asset) and 1072 certifications.
- NFPA 1006, 1031, 1033 and 1051 certification is considered an asset.
- Safety Codes Officer Group A, Group B1, Group B2, Group C1 and Group C2 are considered an asset.
- Basic Emergency Management, ICS 100 and ICS 200 (ICS 300, ICS 400 and Director of Emergency Management considered an asset).
- First Aid, CPR, AED, WHMIS, and TDG certifications.
- 5-10 years related firefighting experience with exposure to supervision, public relations and budgeting activities.
- 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 Occupational Health and Safety Act/Regulation/Code, Alberta Emergency Management Act, National Fire Protection Association (NFPA), as well as other associated bylaws, regulations and policies.
- Proficient with computers and all aspects of Microsoft Office.

Skills & Abilities:

- 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 time management, problem-solving and decision-making skills.
- Collaborative leader with ability to motivate, delegate and influence.

What WE Provide

This is a full-time position (40-hour work week), Monday to Friday; some evenings and weekends may be required. The Town of Crossfield offers a competitive wage, pension plan, excellent benefits package, and a supportive team environment.

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

How to Apply:

Interested candidates are invited to submit their resume and cover letter to:

Human Resources
Town of Crossfield
Box 500, Crossfield, Alberta T0M 0S0

Email: HR@crossfieldalberta.com

The position will remain open until a suitable candidate is found. Please note that all applicants must be legally entitled to work in Canada. We thank all applicants for their interest; however, only those selected for an interview will be contacted.