



### **Manager of Emergency Services/Fire Chief**

The Municipality of South Bruce is currently seeking qualified applicants for the position of Manager of Emergency Services/Fire Chief. This position entails comprehensive management and operation of a volunteer Fire Department, alongside responsibilities related to Health and Safety and Emergency Management.

As a key member of the Senior Management Team, reporting directly to the Chief Administrative Officer (CAO), the Manager of Emergency Services/Fire Chief will oversee all facets of fire services. Responsibilities include administration, policy development, operational procedures, fire suppression and investigation, fire prevention, public education, community emergency planning, and public relations.

The South Bruce Fire & Emergency Services consists of two (2) fire stations, Teeswater and Mildmay with a volunteer force of approximately 50 firefighters.

A complete job description can be found on the municipal website at [www.southbruce.ca/careers](http://www.southbruce.ca/careers)

Interested candidates are invited to apply by submitting their resume with covering letter **by 12:00 noon on Friday March 14, 2025, to:**

Municipality of South Bruce  
Attn: Laura Kennedy, HR  
21 Gordon Street E  
P.O. Box 540  
Teeswater, ON N0G 2S0

Resumes may also be forwarded to [lkennedy@southbruce.ca](mailto:lkennedy@southbruce.ca) in either Word or Adobe format.

*We thank all applicants in advance, but regret that only those selected for interviews will be contacted. The Corporation of the Municipality of South Bruce is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.*



MUNICIPALITY OF  
**South Bruce**

## POSITION DESCRIPTION

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POSITION TITLE:	<b>Manager of Emergency Services/ Fire Chief</b>	
DEPARTMENT:	Emergency Services	SALARY GROUP - 10
REPORTS TO:	Chief Administrative Officer	

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### POSITION SUMMARY:

The Manager of Emergency Services/Fire Chief's Position is responsible for the overall management and operation of a volunteer Fire Department. The Manager of Emergency Services/Fire Chief carries out the statutory duties of the Manager of Emergency Services/Fire Chief. As a member of the Senior Management Team reporting to the CAO, the Manager of Emergency Services/Fire Chief is responsible for the overall operation of the fire services including administration, policy development, operational procedures, fire suppression/investigation, fire prevention and public education, emergency medical responses, community emergency planning, public relations, ensuring compliance with the Ontario Fire Code, Municipal By-Laws and Provincial and Federal Legislation in the Municipality. This position also holds responsibility as the Health and Safety Coordinator and Community Emergency Management Coordinator.

The South Bruce Fire & Emergency Services consists of two (2) fire stations, Teeswater and Mildmay with a volunteer force of approximately 50 firefighters.

### MAJOR TASKS AND RESPONSIBILITIES:

#### MANAGER OF EMERGENCY SERVICES/FIRE CHIEF

- Acts as Chief Fire Official for the Municipality.
- Evaluates municipal needs and circumstances relating to fire protection and emergency response.
- Evaluates and measures municipal fire risk.
- Acts as an assistant to the Fire Marshal and performs all duties associated with the position.
- Acts as the principal advisor to Council on matters of fire protection and emergency management and preparedness.
- Assumes incident command at major emergencies.
- Establishes and maintains a working environment which promotes positive morale and teamwork.
- Promotes fire prevention and education.
- Develops, plans, implements, and manages a fire prevention inspection program.
- Review, update, implement and maintain the Fire Establishment and Regulating by-law for the Municipality.
- Implements and maintains the Master Fire Plan for the Municipality.
- Prepares reports and recommendations for Council's review with regard to fire services.

- Works closely and cooperatively with other Municipal Departments, Emergency Management Ontario, and Mutual Aid System.
- Administers and enforces the Ontario Fire Code, conducts inspections within the Municipal. Acts as Provincial Offences Officer through Inspection Orders and judicial proceedings.
- Responds to inquiries, complaints and problem situations when required.
- Investigates complaints and claims, provides prompt follow up and submits reports to the appropriate authorities if necessary.
- Liaises with and develops positive stakeholder relations with stakeholders, residents, the business community, local boards and authorities, and the Provincial and Federal Governments.
- Performs other related duties as assigned.
- Issues Burn Permits to residents and administers the burn by-law for the Municipality of South Bruce.

### **WORKPLACE HEALTH & SAFETY CO-ORDINATOR**

- Co-ordinates the Health & Safety Program for the municipality, working within legislative requirements and Corporate Policies and Procedures.
- Facilitates the operation of a Joint Health and Safety Committee for the Municipality
- Reports on Health and Safety performance to CAO on an annual basis.
- Permanent member of the Joint Health and Safety Committee, Liaison to all departments in health and safety matters; maintains knowledge of current legislation and provides advice concerning health & safety training and assists department heads with training program for each department.
- Completes all documentation pertinent to Health and Safety including Workers Safety Insurance Board forms, incident/accident reports, workplace inspection reports; ensures follow-up of documentation and reporting, as required.
- Maintains Health & Safety Policy and Procedure Manuals for all departments; Drafts policy in accordance with recommendations of Department Heads and the Joint Health & Safety Committee.
- Provides for training for Joint Health and Safety Committee members, within the limitations of the approved budget;
- Provide General Workplace Health & Safety Orientation Training for new employees and seasonal staff;

### **COMMUNITY EMERGENCY MANGAGMENT COORDINATOR (CEMC)**

- The CEMC with the development of the Municipality's Emergency Plan, annual training and exercise and other task to meet legislative requirements.
- Ensure the Municipality is in a continuous state of readiness in the event of a municipal emergency.

### **MANAGEMENT/SUPERVISION:**

- Provide direct supervision to all members of the Fire Service.
- Manages and administers the fire safety, suppression, and emergency services for the Municipality.
- Applies the provisions of the Fire Protection and Prevention Act and the Ontario Fire Code through fire safety inspections and fire code enforcement.
- Ensures all department personnel receive adequate training and professional development in their respective areas, as deemed appropriate in accordance with approved budget allocations.

- Performs leadership, administrative and supervisory functions including recruitment, training, hiring, promotion, performance, discipline, performance evaluations and termination of all Fire Services employees including volunteers subject to all Municipal policies and procedures, Provincial and Federal laws and in consultation with the Administrator/Treasurer where appropriate.
- Ensures implementation of and compliance with applicable legislation, regulations, policies, procedures, and standards including, but not limited to, Corporate Policies, Occupational Health and Safety Act, Fire Safety Plans, Electrical Safety Authority, Technical Standards Act, the Municipal Acts, etc.
- Responsible for the direction, preparation, submission, and control of all budgets under the Department's jurisdiction as approved by Municipal Council.
- Researches, outsources and ensures that best practices are used, and performance meets or exceeds the required standards.
- Ensures that all staff are trained in new operating procedures, safety, and legislative requirements and that all certifications and training courses are current.
- Ensures tendering and purchase policies are followed and approves purchase orders and invoices relating to the fire department in accordance with the budget(s) approved by Council.
- Gives general supervision and manages and directs the work of a major unit of the organization and duties are varied and intricate.
- Secures professional assistance to counsel firefighters when dealing with injury and/or death of people they know.

#### **DECISION MAKING – JUDGMENT, PROBLEM SOLVING, INITIATIVE**

- Enforces the Ontario Fire Code, reviews building plans, carries out all necessary inspections and issues require notices and orders.
- Maintains the communication system and ensures that it up-to-date.
- Plans and undertakes fire response and prevention training in the Fire Area, arranges station tours, speaks on fire prevention in the community and makes the public aware of firefighting services provided by the municipality.
- Prepares, recommends, and implements such general orders and departmental rules as may be necessary for the care and protection of the property of the department, for the conduct of the volunteers and generally for the efficient and effective operation of the department.
- Regularly reviews and revises the policies and procedures of the department to ensure that they are appropriate under the circumstances.

#### **EDUCATION**

- Post Secondary education in fire service administration or related program.
- Ontario Fire College Fire Prevention Officer certification, NFPA 1021, 1041, 1001
- The successful applicant will be willing to enrol, be enrolled or is a graduate of continuing education at the Ontario Fire College pertaining to technical training and enforcement responsibilities.
- Community Emergency Management Coordinator designation from Emergency Management Ontario.
- Joint Health and Safety Certification

## **KNOWLEDGE AND SKILL**

- Minimum of ten (10) years related experience with a volunteer department, including five (5) years senior management experience sufficient to demonstrate competency and extensive knowledge of all aspects of the position.
- Extensive practical knowledge of related legislation, policies, procedures, directives and guidelines affecting municipal Fire Services.
- Excellent organizational and management skills
- Ability to apply supervision, leadership and guidance as well as to focus attention on priorities.
- Excellent administrative, report writing, presentation and customer service skills
- Solid understanding of municipal budget planning, forecasting and management principles.
- Ethical conduct, political sensitivity, discretion, integrity and reliability.
- Must possess excellent computer skills. Must be proficient in Microsoft programs (including but not limited to Word, Excel, Outlook, Power Point and Municipal-specific programs).
- Strong ability to communicate effectively and persuasively with diverse audiences.
- Must possess current CPR and First Aid Certification.
- Must possess a valid class "DZ" Ontario Driver's License in good standing.

## **CONDITIONS OF EMPLOYMENT:**

35-hour work week with most time spent on administration, leadership and supervision. Relatively high public contact: work is subject to interruption; some exposure to physical hazard and to severe weather conditions. Requires attendance at evening meetings. Requires flexibility and ability to respond quickly.