



THE TOWNSHIP OF ST. JOSEPH & HILTON UNION EMPLOYMENT OPPORTUNITY - FIRE CHIEF



Together, the Township of St. Joseph, Township of Hilton, and the Village of Hilton Beach are seeking a highly skilled and experienced Fire Chief to lead our fire departments and ensure the safety and well-being of our community. The Fire Chief will be responsible for overseeing all aspects of fire prevention, emergency response, and firefighter training at the St. Joseph and Hilton Union fire departments. This is a leadership role that requires strong decision-making abilities, excellent communication skills, and a commitment to public service.

This is a new position as both fire departments are transitioning from a volunteer to paid chief leadership structure.

KEY RESPONSIBILITIES

- Oversee the operation and administration of the St. Joseph and Hilton Union Fire Departments.
- Develop and provide a comprehensive volunteer training program including individual and group instruction.
- Assist with keeping complete records of all training conducted and equipment used.
- Manage maintenance and testing procedures for specific apparatus and record all actions.
- Act as Incident Commander at emergency scenes.
- Recruitment and retention of department volunteers.
- Lead and manage teams of volunteer firefighters, providing guidance, training, and support to ensure readiness for all situations.
- Develops, recommends, implements, and monitors the department's budget and planning.
- Liaison between the fire department and the public, addressing concerns and providing information on fire safety and prevention.

QUALIFICATIONS

- Post-secondary education in fire services management, including fire prevention and investigation training and three (3) years Fire Officer Experience. OR,
- Five (5) years Fire Officer Experience and certifications in Firefighter I and II, NFPA 1001, Fire Officer II, NFPA 1021, Fire Instructor I and II, NFPA 1041, and Incident Safety Officer, NFPA 1521; Certification in Adult Education is an asset.
- Proven leadership skills and experience providing training and instruction and ability to assume responsibility for department and volunteers.
- Excellent oral, written communications, and interpersonal skills with proven ability to direct volunteer firefighters and make sound decisions in stressful situations.
- Experience in preparation and administration of budget and financial management.
- Mandatory: Valid Ontario Class DZ driver's license and medical report, WHMIS, First Aid, CPR.

A complete job description of this position is available at <https://stjosephtownship.com/jobs/>

Position Details:

Salary Range: \$35.01 - \$43.48 (Hourly)

Part-time/flexible schedule (up to 1250 hours per year) **OR**, depending on the skills/experience of the successful applicant, there may be an opportunity for increased hours to fulfill other duties under the Township of St. Joseph.

HOW TO APPLY

If you are looking for an opportunity to learn and grow, and to promote positive change in friendly, safe communities, we'd love to hear from you! To apply for the Fire Chief position, please submit your resume and cover letter detailing your relevant experience and qualifications to:

Amanda Richardson, The Township of St. Joseph
P.O. Box 187 - Richards Landing, ON P0R 1J0
Phone: 705-246-2625, Ext. 202 Email: clerkadmin@stjosephtownship.com

The deadline for applications is February 29th, 2024.

St. Joseph Island (a.k.a as "The" Island) is more than just a location—it's a welcoming, prosperous, connected community at the heart of the Great Lakes. We pride ourselves on fostering an inclusive environment where individuals can thrive both personally and professionally. Join our team and become part of a community dedicated to making a difference.

We thank all applicants that apply, but only those selected for an interview will be contacted. Personal information is collected pursuant the Municipal Act, 2001, as amended to determine eligibility for employment. The Township of St. Joseph is an equal opportunity employer offering a competitive benefits package. Accommodation is available to candidates upon request.