



CORPORATION TOWN OF MATTAWA

EXTERNAL JOB POSTING

PERMANENT FULL-TIME FIRE CHIEF

The Town of Mattawa, an equal opportunity employer, is seeking a candidate for the Fire Chief position.

Description:

The Fire Chief, appointed by Mattawa's Council pursuant to Article 6(1) of the Ontario Fire Prevention and Fire Protection Act (2023) plans and manages all aspects of the Mattawa Fire Department to ensure its volunteer fire fighters are adequately equipped and trained to fight and prevent fires and to provide rescue services as required. The Fire Chief works with the Mattawa By-Law Enforcement Officer while coordinating the Department's activities with other emergency services like the OPP, ambulance services and other fire fighting organizations.

The Fire Chief ensures Mattawa and the Fire Department are in a state of readiness for emergencies that could threaten the town and is in charge of coordinating the town's resources to deal with said emergencies.

The Fire Chief who is accountable to Mattawa's Council (Article 6(3) FPFPA) reports to the Chief Administrative Officer (CAO) while supervising all employees and volunteers who are engaged with the Fire Department.

Key Accountabilities:

- Ensuring the recruitment, new hire orientation, staff development and training.
- Managing the general performance of all Fire Department staff and volunteers, including their annual reviews, recognition and discipline.
- Setting priorities, scheduling work assignments, coordinating and supervising staff and ensuring the availability of the required vehicles and equipment.
- Appointing Lieutenants and Captains as required.
- Maintaining vehicles and equipment with scheduled inspections for repairs, safety and emissions pursuant to regulations.
- Developing and revising a long-range capital plan to keep pace with developments.
- Assisting the CAO with financial forecasting, budget preparation, expenditure controls and purchases.
- Developing and implementing the policies and procedures related to fire-fighting, prevention, rescue and emergency management.
- Remaining current and ensuring compliance with regulations and legislation.
- Maintaining positive working relationships with staff, volunteers, contractors and ratepayers.
- Ensuring the continued readiness of Mattawa's Emergency Operations Group (EOG) with respect to equipment, personnel and materials.

Qualifications:

- A minimum of 10 years experience as a fire fighter and 5 years management experience
- Physical fitness equal to or exceeding the Department's fire fighter requirements with tolerance for noise, heat, cold, fumes, vibration, chemicals, disease, injury, radiation, etc.
- A minimum of a post-secondary school diploma or degree
- Professional designation/certification
- NFPA 1001 Firefighter Level II
- NFPA 1021 Fire Officer Level II
- NFPA 1031 Fire Inspector Level I
- Knowledge of the Occupational Health and Safety Act, the Ontario Fire Code, Fire protection and Prevention Act
- Effective interpersonal and communication skills with the ability to remain calm during stressful critical incidents and to exercise tact, diplomacy and good judgment at all times.
- Demonstrated ability to manage human resources, control expenditures, make critical decisions, solve problems and manage an emergency scene
- Proficient in Microsoft Office, web applications, digital communication tools and devices
- First Aid/CPR certified • Valid Class "G" driver's license with a clean Driver Abstract

The Town of Mattawa recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

The Town of Mattawa is committed to maintaining accessible hiring and recruitment practices including providing reasonable accommodations in all parts of the hiring process for persons identifying as having a disability.

If you are ready to drive positive change in a dynamic municipal environment, we invite you to apply. Help shape the future of Mattawa and contribute to a community that values innovation, collaboration, and progress.

Hours of work: 8:00 a.m. to 5:00 p.m. Monday to Friday (40 hours/week)

Environment: Non-Union Permanent Full-Time

This is an "in office" position, with occasional requirements to work in various departments located in different locations across the organization.

The 2024 annual salary range for this non-union position is \$75,000 - \$85,000. We offer an employer paid comprehensive Health and Dental benefit package, as well as an Employee Assistance Program. The Town of Mattawa is an Ontario Municipal Employees Retirement System (OMERS) Employer. For more information on the benefits of a defined benefit pension plan please visit <https://www.omers.com/>

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter **in one PDF document via email to: cao@mattawa.ca**

This posting will close at 5:00pm of March 15, 2024.

While we appreciate the interest of all applicants, only those selected for an interview will be contacted. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection. Accommodation will be provided in all parts of the hiring process as required under the Town's Accessibility Policy. We encourage applicants to make their needs known to the CAO in advance.