



Fire Chief

Permanent, Full-Time

The Township of Adjala-Tosorontio is located north of the GTA, at the southwest border of Simcoe County with a population of 11,000 residents and offers rural living with proximity to urban amenities.

Position Summary:

Appointed by Council, as per the FPPA and reporting to the CAO, the Fire Chief is responsible for the day-to-day operations, administration, occupational safety & health, equipment and facilities, fire prevention and education, fire suppression, training, and emergency management programs of the Fire Department that operates from 2 stations. This position oversees the response by on-call volunteer firefighters and ensures that services are delivered as set by Council in accordance with all applicable by-laws and legislative requirements.

Main Duties & Responsibilities:

Leadership & Administration:

- Provides leadership to the Fire Department in the ongoing identification of best practices and latest technology in fire prevention/protection and emergency response; monitors Department's overall performance and makes recommendations/correctives for continuous improvement efforts to position the service at the leading edge of fire prevention/protection and emergency response.
- Oversees the day-to-day operation and activities of the Fire Department; develops, implements, and maintains Department's policies, and Standard Operational Guidelines/Procedures and ensures they are continually followed.
- Develops, implements, and maintains the Master Fire Plan; provides Council and CAO with a strategic planning framework to deliver fire protection services over next 10 years; conducts Community Risk Assessments to determine community needs and circumstances for making decisions on service levels of Fire Department.
- Consults with Human Resources for recruitment, return to work plans and disciplinary action; develops succession plans; maintains personnel records; reviews and approves department payroll data; ensures efficient work scheduling of Department staff and volunteers; ensures proper orientation, training, performance feedback, and development.
- Approves all training plans and programs for the department ensuring fire personnel have the necessary skills and knowledge based on OFM's curriculum training program to respond to emergency situations safely and effectively.
- Manages the Department's Occupational Health & Safety program; coordinates activities of Department's Joint Health and Safety Committee; serves as JHSC management member; ensures sufficient training and maintains training records in compliance with OHSA & applicable regulations; ensures all incidents are investigated and reported accordingly; performs workplace hazard risk assessments and inspections; ensures safe operation of equipment and materials utilizing safe work practices with documented procedures available.
- Prepares annual operating and capital budgets including forecasting; plans for the orderly addition/replacement of facilities, fleet and equipment relating to use, age or community growth.

- Ensures all equipment is maintained and accounted for in accordance with adopted maintenance programs; ensures facilities remain in good working condition and coordinates basic maintenance; provides administration of the call for and award of tender process as budgeted; ensures appropriate maintenance records are kept.

Fire Prevention & Education:

- Develops the overall direction of public education and awareness; establishes and oversees Public Education Committee of volunteers; implements the Public Education program for fire safety and awareness with scheduling and coordinating events with support of volunteer firefighters.
- Designs and implements fire prevention programs; administers and enforces legislation; conducts inspections of properties as requested and per Municipality's inspection program schedule; prepares reports and plans as appropriate; enforces Municipality's smoke alarm program; implements new programs as needed; reviews commercial and industrial building plans to ensure they meet all Fire Regulations.

Emergency Response & Incident Management:

- Ensures timely and effective response to emergencies, including fires, medical incidents, hazardous materials releases, and natural disasters
- Coordinates emergency response efforts with other municipal departments, local law enforcement agencies, and external emergency services
- Acts as the Community Emergency Management Coordinator (CEMC) to conduct the following in consultation with applicable parties: conducts a Hazard Identification & Risk Assessment; ensures designation/development of an Emergency Operations Centre; conducts a process to identify critical infrastructure; documents existing emergency response capabilities and identifies additional needs; provides emergency management expertise and support and conducts annual training for members and staff of Emergency Control Group; maintains the Township's Emergency Response Plan to ensure its current and accurately reflects the Municipal Risk Assessment and Emergency Management Program priorities; develops and implements a Township Emergency Management Plan Management Plan Public Education Program; conducts an annual review of the program; liaises with EMO to ensure compliance with legislation, request provincial support/assistance, process submission of appropriate verification documents to EMO

Qualifications, Skills, & Abilities:

- Completion of post-secondary education in Fire Services or related field, or equivalent combination of training, education, and experience would be considered
- Minimum of 8 years progressive experience with municipal fire services &/or an acceptable combination of education, training, and experience including 5 years experience at a management/supervisory level, or equivalent suitable to fulfill the responsibilities of the position
- NFPA 1021 Fire Officer I & II
- NFPA 1041 Fire Services Instructor I
- NFPA 1001 Firefighter I and II
- Additional or higher level NFPA certification would be an asset
- Community Emergency Management Coordinator (CEMC)
- Valid Standard First Aid/CPR with AED certification
- Joint Health & Safety Committee, Part 1 certification an asset
- Possess a valid Ontario DZ Driver's licence in good standing
- Progressive and comprehensive knowledge of fire suppression, fire prevention, enforcement, and emergency response methods and equipment

- Working knowledge of OHS/A and applicable regulations and standards including Ontario Fire Code, Fire Protection & Prevention Act, Emergency Management & Civil Protection Act, Ontario Building Code, National Fire Prevention Association, and related municipal by-laws.
- Ability to effectively administer the operations of a fire department with sound judgement in emergencies
- Extensive leadership skills with ability to effectively manage change, strategic planning
- Operational and planning skills coupled with financial and project management experience.
- Proven communication, conflict management skills
- Demonstrated analytical, problem solving and decision making skills
- Proactive, results oriented, fair and objective
- High level of organization and time management skills
- Proficiency in MS Office and other fire related software as necessary
- Availability to work a flexible schedule as hours of work may vary; on-call for emergency situations; attending department training/meetings, Council and Fire Board meetings as required.

Annual Salary Range: \$86,000 - \$107,490 (2023 rate) – under review. Based on 35-hour workweek.

The Township offers a comprehensive benefits package, enrollment to OMERS pension plan, Employee & Family Assistance Program, paid personal and sick days.

Qualified candidates are requested to forward their resume and cover letter to HR@adjtos.ca with “Fire Chief” in the subject line. Resumes can also be dropped off at the Township of Adjala-Tosorontio office: 7855 Sideroad 30, Alliston to attention of Human Resources.

The Township of Adjala-Tosorontio is an Equal Opportunity Employer, committed to diversity and inclusivity in employment for a barrier-free workplace. Accommodations are available for all parts of the recruitment, selection &/or assessment process. Applicants need to make their needs known in advance to Human Resources. Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all those who apply, but only those selected for an interview will be contacted.