



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.

Adjala-Tosorontio Department is comprised of Volunteer “Paid On-Call” Firefighters operating from two stations in the communities of Everett and Loretto. Fire Administration is located at Township Administration Building in Alliston for the Fire Chief, Deputy Fire Chief/Training Officer, and Fire Administrative Assistant.

Position Summary:

Reporting to the CAO, the Fire Chief provides leadership and direction for the administration and operations of the Fire Department including occupational safety and health, apparatus and facilities, fire prevention and inspection, fire suppression, training, and emergency management programs while ensuring compliance with applicable legislative requirements.

Main Duties & Responsibilities:

Leadership & Administration:

- Performs the statutory duties of the Fire Chief under the Fire Protection and Prevention Act
- Manages the overall administration, operations, and special project activities of the Fire Department
- Provides advice and technical guidance to make recommendations to the CAO and Council relating to strategic issues, functions, and services of the Department
- Participates in the Township’s Senior Management Team to contribute to organizational strategy and municipal-wide priorities; cooperates efforts with other Township departments in the achievement of efficient and cost-effective workflows and business processes
- Develops and implements a long-term Master Fire Plan, overseeing fire suppression and prevention activities in compliance with legislation and best practices
- Consults with Human Resources for recruitment, training and development, performance management, etc of department staff and firefighters
- Oversees the training programs and Standard Operating Guidelines, ensuring fire personnel have the necessary skills and knowledge based on applicable OFM/NFPA Standards and performance expectations
- Accountable for occupational health and safety responsibilities including Department personnel adherence to the OHSA and applicable regulations and Corporate health and safety policies and procedures, review of safe work procedures, training of personnel, and required inspections

- Responsible for the financial management of the department including preparation/monitoring/evaluating annual operating and capital budgets; prepares capital/equipment replacement schedule and manages capital project plans/programs
- Oversees the operation, maintenance, and repair of apparatus/equipment; plans for the orderly addition or replacement of facilities, vehicles and equipment; provides administration of RFPs or tenders where required; ensures appropriate maintenance records are kept

Fire Prevention & Education:

- Responsible for the direction and delivery of public education program throughout the community
- Designs and implements fire prevention programs; administers and enforces legislation; conducts inspections of properties; prepares reports and plans as appropriate; reviews commercial and industrial building plans to ensure they meet fire regulations

Emergency Response & Incident Management:

- Ensures timely and effective response to emergencies; coordinates emergency response efforts with other municipal departments, local law enforcement agencies, and external emergency services
- Reports to and assumes command at major emergency incidents as needed
- Provides fire cause and determination services at responses and when required and notifies other investigating agencies for further assistance
- Acts as the Community Emergency Management Coordinator (CEMC) including the coordination the maintenance of the community Emergency Response Plan and training applicable staff

Qualifications, Skills, & Abilities:

- Completion of post-secondary education in Fire Services Administration or related field, or equivalent combination of training, education, and experience would be considered
- Minimum of 10 years progressive experience in firefighting operations &/or an acceptable combination of education, training, and experience including at least 5 years experience in a senior officer position, or equivalent suitable to fulfill the responsibilities of the position
- NFPA 1021 Fire Officer III or higher
- NFPA 1041 Fire Services Instructor I
- NFPA 1001 Firefighter I and II
- Incident Command Certification and Emergency Management Certificates
- Valid Standard First Aid/CPR certificate
- Joint Health & Safety Committee certification an asset
- Valid Ontario DZ Driver's Licence with satisfactory driver's abstract
- Satisfactory Vulnerable Sector Check
- Progressive and comprehensive knowledge of OFM/NFPA Standards, fire suppression and prevention, enforcement, emergency response and planning, incident management with expertise in emergency mitigation, and apparatus/equipment
- Strong understanding of OHSA and applicable legislation including Ontario Fire Code, Fire Protection & Prevention Act, Emergency Management & Civil Protection Act

- Strong working knowledge of budget formulation, local government functions and responsibilities, occupational health and safety, and employee relations practices
- Excellent administrative, report writing, presentation, and customer service skills
- Strong communication, interpersonal, time/project management, and organizational skills
- Demonstrated strong leadership skills and ability to manage change, conflict, and influence others
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality
- Excellent research, analysis, and policy development skills
- Well-developed problem solving and decision-making skills
- Proficiency in computer applications including word processing, spreadsheets, presentations, databases

Annual Salary Range: \$125,985 - \$157,476 (2025 rates).

Position works 40 hours per week, Monday to Friday, with on-call as required. Work occasionally extends after-hours, weekends, statutory holidays for attendance at training and Council meetings, lieu time consideration.

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 by May 23, 2025. 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.