

FIRE CHIEF

Full-Time / Non-Union

Reporting directly to the Chief Administrative Officer, the successful candidate will be responsible for the overall administration and operation of the St. Stephen Fire Department, municipal emergency management and corporate health and safety.

Position Overview:

- Leads a department of 5 full-time employees and 34 volunteer firefighters
- Oversee long-term planning, fire prevention, fire suppression, hazardous materials handling, fire prevention, public education, fire investigation and communications
- Responsible for preparing and managing annual capital and operating budgets

Minimum Qualifications:

- A recognized post-secondary diploma or certificate in fire service management, or public administration would be an asset
- Fire and management related post-secondary courses from accredited institution.
- Minimum 5 years of progressively responsible fire service experience, with at least 3 years' experience at the officer level
- Proven management experience within a unionized environment
- Proven ability to provide effective command over firefighting personnel and a thorough understanding of the incident management system and chain of command principles obtained through training and experience
- Sound knowledge and understanding of the principles and practices of fire services and the requirements of the Fire Prevention Act
- Certified Part II and experienced Health & Safety representative
- Certified in First Aid and CPR
- Level 300 Incident Management System
- Ability to work with elected and non-elected officials and staff at all levels
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Valid Vulnerable Sector Screening and Criminal Background Check
- Valid Driver's License

The Town of St. Stephen is an equal opportunity employer, committed to ensuring all candidates are able to participate in the interview process fully and equally. If contacted for an interview, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

Qualified applicants are invited to submit their resume by:

Friday, May 18th, 2018 at 5:00 p.m. (Atlantic) to:

Alison Estey
Human Resource and Office Manager
by email to aestey@town.ststephen.nb.ca

Please reference Competition No. 02-2018 in your submission.

