

INTERNAL/EXTERNAL POSTING

DIRECTOR OF PROTECTIVE SERVICES/FIRE CHIEF – PERMANENT FULL-TIME

The City of North Battleford has a challenging opportunity for a qualified and experienced leader as the City Director of Protective Services/Fire Chief. This position will be responsible for providing strong leadership to the City Protective Services and Fire Department. Reporting to the City Manager, a primary role is the management of Protective Services and Fire Department personnel by planning and supporting the development of individual competencies, skills and helping others excel in their current or future job responsibilities.

The City Director of Protective Services and Fire Chief provides guidance, administrative direction and leadership to Council, Administration and Protective Services & Fire Department for all protective services & fire department functions, prepares the annual City Protective Services & Fire Service budget, provides support for the department, emergency response activities, coordinates training opportunities and provides guidance with pre-incident planning and fire prevention activities.

Duties and Responsibilities include:

- Directs the entire Protective Services and Fire Department operations and functions including planning, staffing, co-coordinating and supervision of all functions and procedures.
- Prepares and submits to the City Manager the department's annual budget estimates, and when approved, administers and controls the budget expenditures.
- Directs the Protective Services and Fire Department's personnel function, including staffing, training and scheduling.
- Directs fire activities during emergencies for the protection of life and property.
- Assumes command during emergencies and co-operates with other Fire Chiefs, Emergency Measures Officials, Provincial Fire Commissioner's Office representatives and other officials.
- Co-operates with other City department heads to co-ordinate required activities where necessary.
- Directs the activities of the Community Safety Officers in the enforcement of various City bylaws, Federal AND Provincial Legislation.
- Prepares and administers the operating budget relative to the Community Safety Officer Program.
- Through the City Manager, reports to Council on the various activities of the Protective Services & Fire Department.
- Prepares, maintains and updates the City Emergency Plan and represents the City in continuing contact with the Emergency Measures Organization.

What you will bring:

- Diploma / Degree in Fire Administration, Business Administration or equivalent, plus a degree or certification of successful completion of studies related to firefighting, prevention and suppression, hazardous materials and emergency measures including the NFPA 1001 Level 2, Fire Instruction, Fire Inspection, Fire Investigation, First Aid, CPR, H2S, Defensive Driving, and Safety Codes Officer certification.
- Proven ability to plan, lead and manage department administrative and management activities (several years of progressive management and supervisory experience preferred);
- Excellent interpersonal and communication skills;
- Skilled at fostering effective working relationships with employees, community partners, the public, etc.;
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint and Outlook);
- A thorough knowledge of federal and provincial statutes and regulations relative to activities of the Fire Department.
- Thorough knowledge of the operation and maintenance of all fire apparatus and equipment, methods used in combating, extinguishing and preventing fires and in rescue operations.
- Ability to motivate and lead personnel, maintain discipline, promote harmony and co-operate with other officials.
- A valid Class 5 driver's license.

OR an equivalent combination of education, training and experience. A Doctor's certificate of fitness, a criminal record check and a driver's abstract will be required prior to hire.

What does City of North Battleford have to offer?

North Battleford is a place where you can enjoy a lifestyle with a friendly, supportive, and engaged community while close to amenities. Here, you will experience a warm and inviting community that embraces community involvement and participation. Your first experience will give you the feel of a community that cares as it has for so many others that work and live in North Battleford. We're situated in between Saskatoon and Edmonton during incredible landscapes, away from the stresses of the major cities, conveniently connected along the east / west highway corridor. We have several picturesque lakes, golf courses, campgrounds and bike trails that surround the area and a beautiful office. This permanent full-time opportunity includes a comprehensive benefits package, a defined pension plan, professional development opportunities, and a superior work environment.

Commencement: As soon as possible

Detailed resume to be submitted to: Department of Human Resources, City Hall, no later than September 25, 2017. Fax: (306)445-0411, Email: hr@cityofnb.ca

We thank all applicants for their interest; however, only those invited for an interview will be contacted.
Please note: All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.