

FIRE CHIEF

The City of Camrose is seeking a dynamic, experienced, and dedicated Fire Chief to lead our Fire Department. The Fire Chief will be responsible for managing and overseeing all fire operations, ensuring public safety, leading fire prevention and emergency response efforts and fostering a strong community relationship.

FUNCTIONS/DUTIES (but not limited to):

- Oversee the administration, operations, and management of the Fire Department.
- Develop and maintain policies and procedures for fire operations.
- Assume command during major fire incidents.
- Develop and maintain firefighter training program in accordance with NFPA 1001 standards.
- Implement fire prevention and public education programs.
- Ensure that fire investigations and inspections are conducted in compliance with the Alberta Fire Code.
- Ensure that building plans are reviewed for fire safety compliance.
- Prepare and manage the departments capital and operational budgets.
- Maintain records and prepare monthly and annual reports on Fire Department activities.
- Ensure maintenance and readiness of fire vehicles, equipment, and communication systems.
- Assist the Director of Emergency Management in maintaining the municipal emergency plan.
- Organize citywide disaster training and manage disaster related equipment.
- Handle public inquiries and engage with the community on fire safety.
- Stay updated on fire technology and trends by attending courses, seminars and meeting with other Fire Chiefs.

QUALIFICATIONS:

- High School Diploma or GED equivalent.
- Minimum of ten (10) years of firefighting experience, with at least five (5) years in an Administrative/Officer level.
- Experienced in administrative duties including policy writing, report writing, budgeting, and the preparation and analysis of key performance indicators.
- Safety Codes Officer Level 2 Inspector/Investigator.
- Extensive knowledge of Acts, Regulations and bylaws governing the Fire Department.
- Strong decision-making skills with the ability to react quickly and remain calm under duress and strain.
- Strong ability to lead staff effectively, maintain discipline and morale, exercise sound judgment, and work cooperatively with others.
- Intermediate First Aid and CPR.
- High level of competency in the use of the MS Office Suite of programs.
- Valid class 5 driver's license with air endorsement is required and a class 3 driver's license considered an asset.

HOURS OF WORK: Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday with a Tuesday night training session.

SALARY & BENEFITS: The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by November 29, 2024 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: Human Resources
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8
P: 780.672.4426 | F: 780.672.2469 | E: hr@camrose.ca | W: www.camrose.ca