



## **Town of Stephenville**

### **Employment Opportunity**

### **FIRE CHIEF**

The Town of Stephenville is in scenic Bay St. George. It has a sound economic infrastructure based on longtime commercial interests and industries. It has a 42-bed hospital, a thriving education system including the Provincial Headquarters of the College of the North Atlantic, and a multitude of recreational facilities and activities. It has a wonderful blend of intriguing natural beauty, fascinating history, warm hospitality, and rich cultural tradition. The area is home to a blend of French, English, Scottish and Mi'kmaq Indian ancestries, combining to form a unique mixture of culture and tradition.

Since its beginning in May of 1844, Stephenville has grown significantly. The first census report in 1844 cited 103 inhabitants in the area. The 2016 official Census Canada population was 6,623 and is the service centre for an area of approximately 25,000. Stephenville has grown into an efficient and vibrant community. It is the second largest community on Newfoundland's west coast. It provides an exceptional quality of life and has a prominent level of industrial activity. The Town of Stephenville is a wonderful place to work, live and raise a family.

The Stephenville Fire Department provides fire prevention, suppression, ice water rescue, extrication, airport rescue/firefighting, traffic responses, medical responses, public education, and additional emergency protection to the surrounding areas of Cold Brook and Noel's Pond. The Fire Department is comprised of both full-time paid firefighters, and auxiliary firefighters.

The Town of Stephenville is looking for a dynamic and forward-thinking Fire Chief to join its management team and provide vision, sound management, executive leadership, and strategic direction for the operation of the Fire Department. The position reports to the Chief Administrative Officer and is accountable for planning, organizing, directing, controlling, evaluating, improving the development, and delivery of the Fire Department's priorities, services, programs, and operations including training programs. The position manages Human Resources functional areas including; workforce planning, recruitment, employee development, performance management, effective labour management relations including grievances and contract negotiations.

**The Roles and Responsibilities of the Fire Chief includes:**

- Providing input and direction for all matters discussed within the Senior Management Team.
- Providing subject matter expert advice, guidance, and leadership to various stakeholders including Council, employees, boards, commissions, civic groups and the public on fire safety and emergencies.
- Providing leadership as Incident Commander during emergency response when required.
- Evaluating and assessing problems relating to fire prevention, community needs, employees, and public safety.
- Ensuring compliance with Provincial and Federal legislation and applicable bylaws, including department's policies and regulations.
- Preparing and administering the Fire Department's budget in consultation with Town Manager.
- Developing policies and procedures for fire prevention and standard operating procedures
- Reviewing, revising, and implementing all fire department training and staff development programs including auxiliary recruitment, retention, and weekly training programs.
- Administering fire service contracts, mutual aid contracts and all related negotiations.
- Acting as fire service representative for Emergency Management planning.
- Establishing and maintaining a fire prevention program and completing fire and life safety inspections as required.
- Supporting day-to-day operations. Responding, as required, to fires and other emergencies and directing, as needed, the operations of assigned staff.
- Ensuring Stephenville Airport meets the standards and regulations set out by Transport Canada regarding Aircraft Fire Fighting at Airports and Aerodromes - Canadian Aviation Regulations (CARs)
- Understanding of Federal and Provincial Legislation, codes and regulations, and municipal by-laws; legislation, policies, procedures, directives, and guidelines affecting municipal fire services.
- Other duties and special projects as assigned

**Training and Certification**

- NFPA Certification including:
  - NFPA 1001, Firefighter Level II
  - NFPA 1002 or willing to obtain within 12 months of hire.
  - NFPA 1031, or willing to obtain within 12 months of hire
  - NFPA 1041 Level I Certification
  - NFPA 1003 Certification or willing to obtain within 12 months of hire
  - NFPA 1021, Fire Officer Level 1 certification from an entity accredited by IFSAC and/or ProBoard or obtain within 12 months of hire
- Incident Command System 100 and 200 (ICS 100 and 200)
- Completed coursework or certification in Basic Emergency Management, Emergency Operations Centre Management (EOCM), and Exercise Program Management.
- Valid certificate in Advanced First Aid for Firefighters.
- Class 5 NL Driver's License with Air Brake Endorsement

- Must have or be willing to gain experience that meets standards and regulations set out by Transport Canada regarding Aircraft Fire Fighting at Airports and Aerodromes - Canadian Aviation Regulations (CARs).
- Incident Command System Blue Card or ICS Canada will be an asset.
- Must possess the rank of Captain.

The candidate must have 10 years fulltime firefighting experience on a career level with proven strategic thinking and tactical expertise with the ability to rally others around a vision for Fire Services. Demonstrated abilities to effectively lead and respond under demanding and high-stress situations that demand a decisive response and confident leadership. A Post-secondary diploma or degree would be an asset or related discipline related to the position. A minimum of related experience at a senior management level in core fire services field. Experience managing in a unionized department within a municipal fire service will be an asset. Must be proficient in Outlook, Word, PowerPoint & Excel. Other qualities required includes a proven reputation for building and leading strong teams, and empowering firefighters in the delivery of superior services. The ideal candidate will possess exceptional relationship building skills to quickly establish credibility and trust to continually improve the experience of firefighters and residents.

This is a fulltime position based on 35 hours per week, 8:30 am – 4:30 pm with an expectation of emergency response after hours if required, evening auxiliary training and to work on-call. Competitive compensation commensurate with experience and qualifications and a competitive medical and retirement benefits package.

The successful applicant must reside in, or within 8km, of the fire department within the Town of Stephenville for emergency response.

If you are interested in an opportunity to become part of a dedicated team to provide and lead effective and efficient fire services and programs, please submit a covering letter and resume. The letter and resume should clearly outline how you meet the qualifications for this position and why you want to work for the Town of Stephenville, and provide at least three (3) professional references to:

Employment Opportunity  
Fire Chief  
125 Carolina Avenue  
Stephenville, NL  
A2N 2Z5

E-mail: [employment@stephenville.ca](mailto:employment@stephenville.ca)

Deadline to apply: Wednesday, November 27, 2024 at 4 p.m.