

REF#223



TSUUT'INA NATION HUMAN RESOURCES DEPARTMENT

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EMPLOYMENT OPPORTUNITY

*****Full-Time Fire Chief*****

Department: Tsuut'ina Nation Fire Rescue Service

Reports to: Executive Director-Essential Services

JOB DESCRIPTION

Reporting to the Tsuut'ina Nation Executive Director - Essential Services, the Fire Chief provides senior management and supervision of all programs within the Tsuut'ina Nation Fire Rescue Service. Responsible for the overall operations, planning and fiscal responsibilities of the Fire Rescue Services and Emergency Management Organization will ensure activities align with the needs of the community, Nation, as well as Provincial, Federal legislation and regulations.

DUTIES AND RESPONSIBILITIES:

The Fire Chief brings strategic and operational leadership to ensure that the Fire Rescue Service consistently meets high standards in quality, service, cost-efficiency and responsiveness. The Fire Chief is a key member of the Tsuut'ina Nation management team, providing information, advice and insight through the Executive Director to Council to inform them of strategic directions and to ensure accountable service delivery on behalf of the citizens.

The Fire Chief creates a culture of excellence where firefighters work as a high-performing team; engages the community and builds awareness of fire prevention strategies that enhance the safety and quality of life in the Nation. The Fire Chief manages assets, infrastructure and financial resources and includes leadership and direction for the Tsuut'ina Nation Emergency Preparedness and Management and Emergency Coordination Centre during large scale emergency events.

Key accountabilities of the role include:

- Develop and implement business plans, operational and capital budgets for effective and sustainable operations that are in accordance with Dit'onik'odza Limited Partnership

regulations.

- Overall administration of Fire Rescue Service operations and functions, including, but not limited to, fire prevention and public education services, fire suppression, investigation and inspections, search and rescue, auto extrication, hazardous materials response, emergency/disaster preparedness, and mutual aid to other local emergency services;
- Overall administration functions including the management of human resources, financial (capital and operations), including life cycle management of assets, communications/media relations and public affairs, and information technology support;
- Build strong collaborative relationships with firefighters, council and community elders and citizens;
- Create and lead a long term vision for the Fire Rescue Service to ensure ongoing community safety;
- Provide performance management and mentor leaders and members of the department;
- Prepare and articulate goals, concepts and reports to a large audience in a tactful, knowledgeable and impactful manner;
- Attend Council, committee meetings and public events as required;
- Develop, implement and maintain the emergency management program and plan in accordance with legislative requirements and perform the duties of emergency management;
- Manage resources and incident command in emergency and disaster situations;
- Provides training, coaching, leadership and support for all employees. Establishes and monitors job performance standards and related performance management as well as the hiring of new employees;
- Maintains a fleet of vehicles and specialized apparatus that are compliant with all traffic safety regulations, legislation and any other special requirements.
- Ensure employees participate in a health and wellness program.

COMPETENCIES

STRATEGIC THINKING

- Develops and implements a vision considering global, societal, and economic trends, stakeholder concerns, regional issues, values and ethics;
- Sets transformational goals with broad perspective and long-term timelines;
- Provides quality judgment and advice, encourages debate across the hierarchy, skills sets, and stakeholders;
- Teaches and learns from others.
- Participates in the development of commercial facilities planned in the Tsuut'ina Nation development nodes.

ENGAGEMENT

- Mobilizes people, resources, and partners;
- Maximizes opportunities through relationships and networks;
- Builds commitment to excellence, collaborates with strategic alliances, and implements communication and engagement strategies with partners;

- Partners with other Tsuut'ina Nation programs to achieve Fire Rescue Service goals.

MANAGEMENT EXCELLENCE

- Change management – leads organizational change to maximize results and to build a sustainable entity through effective stewardship and governance; adjusts plans to reflect changing priorities or conditions;
- Financial and Asset Management – integrates strategic planning components (in-year business planning, human resource, IT and information, and asset/capital and communications/) to achieve operational efficiencies and value for money; fulfills obligations of financial accountabilities, including effective internal audit function;
- People Management – creates a culture of accountability and holds people accountable; supports and implements workforce planning to build and sustain a strong, positive organization that includes workforce risk assessment and opportunities and range of strategies to mitigate risks; demonstrated commitment to high standards related to occupational health and safety;
- Information management - manages information and records according to municipal and Departmental records management policies;
- Leads within the established Tsuut'ina Nation Human Resources Policies and Procedures Manual.
- Develops operational and capital grant applications, applies and reconciles received funding.

VALUES AND ETHICS

- Service delivery with integrity and respect;
- Demonstrates and promotes professionalism and integrates values and ethics in personal behaviour and Fire Rescue Service practices;
- Addresses breaches in values, ethics, and conduct.

SCOPE:

This position impacts peers within the Tsuut'ina Nation Fire Rescue program, Tsuut'ina Nation business units and companies, Chief and Council, Tsuut'ina Nation Police Service - Tosguna, local R.C.M.P. detachments, contractors, residents, and visitors. The work also has a profound impact on the residents as it relates to the resourcing of both public safety emergencies and non-emergencies within the Tsuut'ina Nation. This position will provide senior leadership and often act under life and death situations of high stress arriving at decisions that must be made in seconds that may result in the loss or protection of life and property. This position works Monday through Friday 0800 a.m. to 4:00 p.m. 40 hour per week. After-hours emergency response may be required.

QUALIFICATIONS:

The Fire Chief will possess the following courses, and or be willing to attain these courses during their probationary period.

- Knowledge of fire protection principles and practices including emergency mitigation, training delivery, building construction, fire behaviour, incident management, and apparatus and equipment operations and maintenance.
- Well-developed analytical, problem solving, inter-personal, management / supervisory and critical-thinking skills.
- Effective verbal and written communication skills, including the ability to author comprehensive reports and deliver presentations to a variety of audiences.
- Experience in managing emergency scenes and assessing individual and organizational effectiveness in both emergency and non-emergency situations.
- Minimum of five (5) years of progressive experience as a senior officer in a municipal fire service is preferred.
- Ability to manage multiple objectives and projects concurrently and preform duties in a fast-paced environment.
- Successfully complete Incident Command System (ICS) 100, ICS 200, ICS 300 and ICS 400 and ongoing Incident Command training required.
- Successfully completed Industry Canada Restricted Radio Operators License – Aeronautical.
- Standard First Aid / CPR HCP, AED. Standard First Aid / AED Instructor
- Safety Codes Officer FIRE – Group B1 Inspector & Group C1 Investigator
- National Fire Protection Association
- N.F.P.A. 1001 Level I & II
- N.F.P.A. 472 Awareness & Operations
- N.F.P.A. 1021
- N.F.P.A. 1041
- N.F.P.A. 1051.
- Maintain an Alberta Operators licence class 3 or better with an air brake “Q” endorsement.
- Attain and maintain Standard First Aid / CPR C, AED, WHMIS, TDG, Flag person, Defensive Driving current certification
- Reliable transportation is required.
- Must be prepared to provide a current (6 months or less) Criminal Record Check
- Must be prepared to abide by Tsuut’ina HR policy including drug testing.
- Must sign an Oath of Confidentiality

NOTE:

Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement. Only those applicants selected for an interview will be contacted. The successful candidate will be under a probationary period at the commencement of his or her employment.

Competition Opens: Friday November 24, 2017

Competition Closes: Friday December 15, 2017