

REGIONAL FIRE CHIEF **GREENVIEW, ALBERTA**

DEPARTMENT: Community Services
LOCATION: Valleyview, Alberta
STATUS: Vacant

Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the General Manager, Community Services, the Regional Fire Chief is accountable and responsible for Fire Services, Disaster and Emergency Management and Peace Officer/Bylaw Enforcement Services. The Regional Fire Chief will ensure the delivery of excellent fire protection and safety services by monitoring and coordinating the Municipality's Fire Departments and Enforcement Services Program including fire response, fire prevention, training of fire crews, inspection programs, legislated duties, education/awareness activities, enforcement reporting processes and providing assistance with emergency and disaster preparedness for the Municipal District.

SUPERVISORY RESPONSIBILITIES:

- Deputy Fire Chief(s)
- Peace Officer(s)/Bylaw Enforcement Services
- Peace Officer(s)
- Administrative Support, Recreation and Protective Services (50%)
- Supervising activities includes staffing, training, performance reviews, daily report assessment, coaching/monitoring tasks and disciplining

DUTIES

- Provides advice and information to each CAO, General Manager, Community Services, Fire Departments and Council on matters relating to fire, enforcement and emergency services.
- Design, administer, and coordinate emergency or disaster preparedness training courses, including the preparation of plans that outline operating procedures to be used in response to disasters or emergencies.
- Keep informed of federal, provincial and local regulations affecting emergency plans and ensure compliance.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



- Develops fire prevention programs for the public, schools, businesses, volunteer groups, including preparation of public information materials relating to safety and fire prevention.
- Develops, recommends and implements plans, programs, standard operation guidelines and policies for the Fire Department(s), after discussion with the applicable CAO, General Manager, Community Services, Fire Department personnel and subject to the applicable Council's approval. These plans will ensure that the Fire Department(s) will be Occupational Health and Safety Compliant.
- Manages policies and procedures for the efficient operation of the Fire Department(s), Enforcement and Emergency Services.
- Prepares recommendations for annual and long-range operational and capital budgets for the Fire Department(s), Enforcement and Emergency Services in accordance with approved guidelines.
- Maintain an inventory tracking system of fire equipment and supplies with complete testing criteria and critical response dates for equipment upgrades.
- Knowledge of fire inspections and investigations.
- Prepares reports, recommendations and Requests for Decision (RFD) to the CAO, attends council meetings and Department Head meetings as requested.
- Provides overall direction and recommendations for the operational maintenance of fire and enforcement equipment and buildings.
- Enforces applicable provincial legislation, Forest and Prairie Protection Act and municipal Fire Bylaws and regulations. Acts in the capacity of Fire Guardian.
- Co-operates and works with the volunteers and municipal department heads in matters concerning fire safety, training and emergency response.
- Review and develop mutual aid agreements in association with surrounding municipalities, industry and the provincial government.
- Respond, when available, to all emergency incidents requiring the Fire Departments. Respond to other emergencies as required.
- Develop and implement a hazard assessment/risk analysis plan for the fire services.
- Performs other related duties as may be required by the CAO.

MINOR

- Investigate and document major motor vehicle accidents and fatalities that occur on properties or roadways that are under Municipal District control.
- Manage the Rural Fire Pump program.
- Assist in the development of fire department standard operating guidelines.
- Assist with the improvement and updating of Protective Services communication equipment and services.
- Oversee the Animal Control contracts.
- Liaise with local, federal and provincial officials in regards to emergency plans and grants.
- Research and apply for appropriate grants.
- Report any building deficiencies relating to Protective Services.
- Attend Community Action Group Meetings as required.
- Assist Rural Crime Watch and Citizens on Patrol groups as required.

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Post-secondary education in Emergency Management, Fire, or Law Enforcement or a combination of equivalent education and experience.
- A minimum 5 years' experience in one or more of Emergency Management, Fire Service, or Law Enforcement including supervisory experience.
- Knowledge of relevant, provincial and municipal legislation, policies and programs.
- Alberta Safety Codes Officer
 - Fire Discipline Accreditation: NFPA 1033 – Investigation and Inspection, Level 1; NFPA 1001 – Firefighter, Level 2; NFPA 1041 – Fire Service Instructor, Level 1; NFPA 1035 – Fire and Life Safety, Public Information Officer and Juvenile Fire Setter Intervention; NFPA 1051 – Wildland Firefighter; NFPA 1081 – Industrial Fire Brigade; NFPA 472 – HAZMAT, Technician level; Fire Department Administration experience and experience in Emergency Management Services.
- Valid Class 3 Operator's License preferred.

SKILLS REQUIRED:

- Excellent verbal and written communication skills.
- Basic accounting skills and familiarity with finances and budgets.
- Excellent observation, problem-solving and decision-making skills.
- Ability to interact well with, and respond to inquiries from employees, Management, Council and Ratepayers.
- Able to work effectively with emergency personnel, community and business leaders.
- Must maintain confidentiality.
- Excellent organizational and time management skills.
- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computer and telephone.
- Long periods of sitting, good lighting, temperature and noise control.
- Minimal physical effort; occasional light lifting.
- May be required to attend and investigate emergency response sites with unsettling images and content.
- Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions as well as insects, bees and wildlife.
- Use and operation of a vehicle.
- Normal working day consists of 7.5 hours; however overtime may be required

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume by 28th June, in one of the following ways:

Mail or Drop Off: Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079, Valleyview, Alberta T0H 3N0

Fax: 780-524-3981

By E-mail: careers@mdgreenview.ab.ca

Website: www.mdgreenview.ab.ca

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca



INCUMBENT SIGN-OFF:

I have read the above description of the primary role and responsibilities of the Regional Fire Chief and acknowledge that I understand the scope and responsibility of the position. I understand that this is not intended to be an exhaustive list of job duties and responsibilities and that I will be assigned other duties as required to support the success of the Municipal District of Greenview No. 16.

Incumbent – Print Name

Date

Incumbent – Signature

Manager – Print Name

Date

Manager – Signature

SAFETY • TEAMWORK • INTEGRITY • LEADERSHIP • EXCELLENCE IN SERVICE



Main Office: 780.524.7600
Toll Free: 1.888.524.7601

www.mdgreenview.ab.ca

