# Job Posting

## Manager of Fire Services

The Manager of Fire Services is accountable for the effective planning, development, coordination, implementation, and delivery of fire and emergency response programs and services for the Municipality of the County of Cumberland.

The Manager of Fire Services will establish and sustain effective relationships within the fire departments, across the organization, as well as with external stakeholders. The Manager of Fire Services will oversee all administrative duties in relation to the organization and management of the fire departments and the proper application of legislation, standards, codes, and by-laws.

Please visit our website for more details at www.cumberlandcounty.ns.ca

Deadline for resumes is Tuesday, February 27, 2024, at 1:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist
1395 Blair Lake Rd
Upper Nappan, NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume “Manager of Fire Services”

# Department of Protective Services: Manager of Fire Services

## Job Title
Manager of Fire Services

## About the Role

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This position reports to the Director of Protective Services.

## Responsibilities and Duties

a. Develop strategic short and long-term plans for the provision of the fire programs and services for the Municipality
b. Develop and coordinate fire prevention and awareness programs
c. Prepare, coordinate, and manage the Fire Services' operating and capital budgets
d. Assist with the development of tender documents for the Fire Service's operational and capital needs, including specifications, proposal requests, contract awards, and contract provisions.
e. Work in collaboration with Mutual Aid Partners
f. Responsible for establishing and maintaining suitable departmental procedures, policies, and programs, for areas under their control.
g. Prepare reports and documents for the Director, Protective Services with respect to policies, programs, budgets, and various other areas of the Fire Services.
h. Attend Council or Committee meetings when required as well as represent the Municipality at external functions as directed by the Director, Protective Services
i. Respond to the public's concerns and complaints in a timely and tactful manner, and in accordance with Municipal policies and bylaws.
j. Establish and maintain positive, constructive relations with the public.
k. Maintain a thorough understanding of: Municipal by-laws, policies and procedures; provincial laws; and applicable guidelines.
l. Participate in shared service agreements with other municipalities, as required.
m. Ensure all work is performed according to applicable health and safety requirements and the Department's occupational health and safety program.
n. Comply with all Municipal Policies, work procedures, rules, safety instructions and procedures.
o. Ensure that work is performed in a cost-effective manner.
p. Perform other duties as assigned or required.

## Qualifications

a. Certificate in Fire Management and Leadership or equivalent an asset
b. Possess a current NFPA 1001 Level 1 Professional Fire Fighter qualification
c. NFPA 1041 Level 1 Fire Service Instructor
d. NFPA 1021 Level 2 Fire Officer, an asset
e. Incident Command System I-200 certification, as a minimum
f. Valid driver's license
g. Current Standard First Aid, CPR-C, HCP an asset
h. Supervisory Development and training
i. 7-10 years of progressive experience in the Fire Service
j. Minimum of two years' experience in a senior fire officer position.
k. Excellent communication and interpersonal skills
l. Sound and well-informed judgment, including managing emotions, under a variety of challenging situations.
m. Ability to execute strategy, and develop and implement new programs, procedures, services, and policies that address emerging needs, expectations, and operational priorities
n. Strong problem-solving and decision-making skills.
o. Experience working with Windows operating systems and Microsoft Office programs.
p. Experience working with municipal governments is considered an asset.

## Salary and Benefits

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

| Job Level 7 | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|---|
| | $73,840 | $76,570 | $79,300 | $82,030 | $84,760 | $87,490 |

This is a full-time position based at the Municipality's offices in Springhill and requires regular travel within the Municipality.

The Municipality's Personnel Policy should be referred to for additional information regarding conditions of employment.