MUNICIPALITY OF CROWSNEST PASS

Is advertizing for proactive results oriented

MANAGER OF PROTECTIVE SERVICES/FIRE CHIEF

"This is a new created position which will offer a challenge and growth opportunities"

REPORTS TO: Director of Protective & Community Services
REVISION DATE: June 2012

The Municipality of Crowsnest Pass is located along Canada's southerly travel corridor and can be considered as the gateway to the Rocky Mountains. Our community is nestled among majestic mountains, beautiful forests and numerous waterways. Crowsnest Pass is a specialized municipality encompassing an area of 383 km² and population of over 5700. The area is steeped in history and heritage that provide many local attractions and family activities. Crowsnest is well known as a destination for numerous outdoor activities such as mountain biking, walking and wilderness trails, world class fly fishing, hunting, downhill and cross country skiing, designated snowmobile and quad trails not to mention our sport complexes and offered excellent recreational programs. Important components to provide a quality of life that attract people of all ages to visit or to make this beautiful area their home.

POSITION SUMMARY:

Reporting to the Director of Protective and Community Services the ***Manager of Protective Services/Fire Chief*** is responsible for directing the activities of the Composite Fire/Rescue Division and Enforcement Services. Under the direction of the Director, the Manager will develop policies and procedures in accordance with municipal bylaws, federal and provincial legislation.

KEY DUTIES AND RESPONSIBILITIES:

- Lead and manage resources (staff, budgets, equipment, contractors, and materials) to deliver program services within the division and approved budget, operating policies and procedures. (Fire Response, Information Technology, Communications, Building and Equipment Life Cycle Maintenance and Replacement, Pre-planning/Inspections, code enforcement, fire investigations).
- Examine and recommend alternative methods of providing best level service, including funding and resource options.
- Build and maintain professional working relationships utilizing excellent communication and strong interpersonal skills.
- Coordinate and prepare reports and presentations as required.
- Provide active leadership and manage the performance in a unionized and composite environment.
- Develop and foster an effective relationship with staff and promote a positive working environment.
- Assist in the development of the budget as it pertains to the Protective Services Section.
- Participate in the development of department strategic plans, goals and objectives.
- Examine and prepare recommendations relative to departmental policy, procedures and bylaws.

- Direct the activities of the composite fire/rescue service. Develop and implement training matrix and programs in accordance with recognized industry standards.
- Ensure quality management record system is enhanced on all required maintenance and training initiatives.
- Ensure that inquiries and complaints regarding fire department and enforcement activities and responsibilities are handled promptly, effectively and with professionalism.
- Liaise with representative of neighboring protective services to ensure adequate mutual aid agreements are established for mitigating major incidents.
- The duties and responsibilities outlined above are representative but not all-inclusive.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of protective services techniques and methods.
- Knowledge of emergency preparedness.
- Leadership, analytical and problem solving skills are critical.
- Ability to deal effectively in conflict resolution.
- Effective oral and written communication skills including the ability to prepare reports.
- Time and project management experience is an asset.
- Proactive, results oriented and manages by objectives.
- Incident Command experience and exposure.

COMPETENCIES AND BEHAVIOURS

1. Leadership Skills: Provides leadership while giving guidance and support. Mentors and is a positive role model who has the ability to communicate potential opportunities to departments while empowering staff and incorporating the views of others.
2. Management Skills: A proven record of being able to motivate, plan, direct and evaluate staff and activities of a broad based municipal organization. The ability to manage effectively while maintaining an approachable characteristic.
3. Financial Management: Leads with a strong sense of service delivery while integrating financial planning, budgeting and management reporting.
4. Communication Skills: A clear, concise and positive communicator who is able to build trust through presenting ideas clearly while effectively listening to others. Demonstrates a strong ability to work effectively within a public sector environment and is politically astute.
5. Flexible and Adaptive: Able to utilize situational leadership and the ability to demonstrate flexibility and change to personal or team responsibilities or portfolios.
6. Interpersonal Communician: An integral part of a professional team with high ethical standards and an honest, consistent style of working co-operatively with others. The ability to work and lead in a professional manner while also allowing for creativity, innovation within the workplace.
7. Contract Management: A confident systems management approach to alternative program and service delivery styles including contract negotiation, management and quality service evaluation.
8. Organizational Skills: Able to simplify often complex administrative and service matters, an ability to separate important issues and prioritize work initiatives.

9. Pragmatic Decision Maker: Believes in involving people in processes to establish priorities and show sensitivity to change management. Show strong common sense and intuitive judgment abilities.
10. Conflict Resolution: A consensus builder with a proven ability of positively engaging people from diverse or polarized positions in problem-solving. Able to develop proactive solutions through the use of interest based negotiations demonstrating strong conflict resolution skills.

EDUCATION and EXPERIENCE:

Minimum requirements for this position include:

NFPA 1001, NFPA 1002, NFPA 1021 Level 3 Fire Officer, NFPA 1041 Level 2 Fire Service Instructor, NFPA 1033 Fire Investigator, NFPA 1031 Fire Inspector Level 2, NFPA 1035 Level 2, Alberta Safety Codes Officer (Fire Designation) ICS 100, 200, 300, Class 3 Drivers License with Q Endorsement

The following certifications are considered assets:

TDG Instructor Certificate, Water/Ice Rescue, Confine Space Rescue, NFPA 472 Operations plus any other relevant training/instructor certifications. EMT/A Primary Care Paramedic, First Aid/CPR Instructor, Occupational Health and Safety experience and media relations.

General Requirements:

- Post secondary education such as the (B.App.Bus:E.S) from Lakeland College and or Business Administration or Commerce from other related fields.
- Three to five years of experience in a senior out of scope fire service management position with a proven track record in leadership and management attributes and characteristics.
- Practical working knowledge and proficiency in computer and software applications and communication systems.
- Knowledge of municipal structures, regulations and legislation.
- Superior organizational and communication skills to manage multiple simultaneous tasks and the ability to prepare work plans.

This is a new position offering the opportunity to work in a professional team environment in one of Alberta's most scenic communities. Starting salary for this position is in the range of $95,000.00 plus the use of a vehicle.

Please submit cover letter and resume via email to the attention of the Corporate Services Manager by 4:00 p.m. on Tuesday, July 10, 2012.

Municipality of Crowsnest Pass
ATTN: Mariann Martens, Corporate Services Manager
Email: corporateservices@crowsnestpass.com