

## REGIONAL FIRE CHIEF & MANAGER PROTECTIVE SERVICES

### MUNICIPAL DISTRICT OF GREENVIEW

**DEPARTMENT:** Community Services

**LOCATION:** Primary location in Valleyview, DeBolt or Grovedale

**STATUS:** Accepting applications until a suitable candidate is found

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farmland, tourist destinations 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 prairies offering a year-round outdoor playground for all ages.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Director of Community Services, the Regional Fire Chief and Manager of Protective Services is accountable and responsible for Fire Services, Emergency Management and Peace Officer/Bylaw Enforcement Services. They will ensure the delivery of excellent protection by monitoring and coordinating the Municipality's Fire Departments and Enforcement Services Program, including overseeing fire response, fire prevention, training of fire crews, inspection programs, legislated duties, and education/awareness activities. The Regional Fire Chief and Manager of Protective Services will oversee enforcement activities, including reporting processes, and lead emergency and disaster preparedness for Greenview.

#### SUPERVISORY RESPONSIBILITIES:

- The Regional Fire Chief and Manager Protective Services supervises the Sergeant Enforcement Services, Deputy Fire Chiefs, and the Administrative Support, Protective Services.
- Supervisory activities include staffing, training, performance reviews, daily report assessment, coaching, advising and disciplining.

#### MAJOR

- Provides advice and information to the CAO, Director of Community Services, CPOs, Fire Departments and Council on fire, enforcement and emergency services matters.
- Design, administer, and coordinate emergency or disaster preparedness training courses, including preparing plans outlining operating procedures to be used in response to disasters or emergencies.
- Keep informed of federal, provincial and local regulations affecting Greenview and ensure compliance.
- Designated as the Director of Emergency Management (DEM) and respond to Greenview emergencies.
- Develop fire prevention programs for the public, schools, businesses, and volunteer groups, including preparing public information materials on safety and fire prevention.

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- Develops, recommends, and implements plans, programs, standard operation guidelines, and policies for Enforcement Services after discussion with CPO Sergeant and Deputy Fire Chiefs, subject to the approval of the Director of Community Services, CAO, and ultimately Council.
- Manages policies and procedures for efficiently operating the Fire Department(s), Enforcement and Emergency Services.
- Prepare recommendations for annual and long-range operational and capital budgets for Protective Services following approved guidelines.
- Maintain an inventory tracking system of department equipment and supplies with complete testing criteria and critical response dates for equipment upgrades.
- Knowledge of fire inspections and investigations.
- Oversee Safety Codes program
- Acts in the capacity of Fire Guardian.
- Prepare reports, recommendations, and Requests for Decision (RFD) for the CAO and attend council and Manager meetings as requested.
- Provides overall direction and recommendations for the operational maintenance of fire and enforcement equipment and buildings.
- Enforce applicable provincial acts and legislation and municipal Bylaws and regulations.
- Cooperates and works with volunteers and municipal department heads on training and emergency response matters.
- Review and develop mutual aid and shared service agreements with surrounding municipalities, industry, and the provincial government.
- Contribute to policy, procedure, and bylaw development related to Protective Services.
- Address customer concerns for investigation and resolution or re-direct for appropriate follow-up.

#### 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 with the improvement and updating of Protective Services communication equipment and services.
- Oversee the Animal Control contracts.
- Liaise with local, federal and provincial officials regarding emergency plans and grants.
- Research and apply for appropriate grants.
- Report any building deficiencies relating to Protective Services.
- Performs other related duties as required by the CAO or Director of Community Services.

#### 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.
- Must be legally entitled to work in Canada.

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- Post-secondary education in Emergency Management, Fire, or Law Enforcement or a combination of equivalent education and experience.
- A minimum of 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 preferred.
- 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

#### 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.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

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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.

## HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying for)* and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) *(please quote the position in the subject line)*

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

While we truly appreciate all applications, only those selected for an interview will be contacted.

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