



FIRE CHIEF

The Town of Witless Bay is located on the Avalon Peninsula approximately 30 kilometers south of the Capital City of St. John's. The Town was incorporated in 1986 and has grown considerably with a current population of 1,619. The 2016 census identified Witless Bay as the fastest-growing Town in Newfoundland and Labrador. Witless Bay offers a great balance of modern conveniences with quaint country living.

The Town of Witless Bay is hiring a fulltime paid Fire Chief and is looking for a highly motivated and dynamic individual to join its management team.

About the Witless Bay Fire Department

The Witless Bay Fire Department serves the communities of Witless Bay, Bay Bulls, Mobile, Tors Cove, Burnt Cove - St. Michaels – Bauline, Beachy Cove, and Gully Pond. This area consists of approximately 2,042 homes and several other establishments including a retirement home, fish plant, schools, Lifestyle Centre, apartment complex, and other business establishments.

The Department comprises twenty-five (25) volunteer firefighters provides firefighting, prevention, responses to emergencies, and medical calls as the first response. The Fire Department operates from two (2) separate buildings, the Fire Hall attached to the Municipal Building and an adjacent truck storage building. The Department is continually active with up-to-date equipment including five (5) vehicles, Jaws of Life extraction equipment, ice, and trail rescue equipment, as well as many other pieces of first responder equipment. Current plans for the Department include the construction of a modern fire hall and a fire training facility.

Roles and Responsibilities

Reporting to the Town's Chief Administrative Officer (CAO), the Fire Chief is a Department Head in accordance with Section 63 of the *Municipalities Act, 1999* and is responsible for:

- General management and administration of Fire Department, including maintenance of fire trucks, equipment, and facilities, purchasing, development and administration of

department budget in consultation with the CAO and other Town staff, and the assignment of personnel and equipment;

- Fire Department operations including fire suppression, fire prevention, commercial and residential inspections, responding to and providing emergency services, medical calls as a first responder, hazardous materials incidents, all life, and property saving functions authorized by Council;
- Policy development, including development and ensuring administration of operational procedures and compliance with legislative and regulatory requirements;
- Volunteer recruitment, retention, and training, ensuring required complement of volunteers is maintained and trained;
- Public education in relation to fire prevention, public relations, and ongoing engagement with the Regional Fire Advisory Committee (RFAC); and
- Leadership in developing and maintaining community-based and/or regional Emergency Management Plans (EMPs) within the catchment area.

This is a fulltime position based on 37.5 hours per week with compensation commensurate with experience and qualifications. Normal hours of work shall be 8:30-4:30 pm each day with an expectation of off-hour responsibilities on an ongoing basis including training, emergency response and engagement with the RFAC and Town Council of Witless Bay. The ideal candidate will possess:

Training and Certification

- A certificate in Fire Service Management, Leadership or Public Administration from a recognized post-secondary educational institute;
- NFPA certification, including:
 - NFPA 1001, Firefighter Level I
 - NFPA 1001, Firefighter Level II
 - NFPA 1021, Fire Officer I
 - NFPA 1041, Fire and Emergency Services Instructor
 - NFPA 1031, Fire Inspector Code Enforcement
- Fire Department Incident Safety Officer
- Incident Command System 100 and 200 (ICS 100 and 200)
- Critical Incident Stress Management (CISM) peer certification;
- Completed coursework or certification in Basic Emergency Management, Emergency Operations Centre Management (EOCM), and Exercise Program Management;
- Valid certificates in CPR, AED, and Oxygen Therapy;
- Valid certificate in Advanced First Aid for Firefighters;
- Class 5 NL Driver's license with Air Brake Endorsement

Experience and Knowledge

- A minimum of five (5) years' experience providing emergency services in a leadership or supervisory role;

- Sound practical knowledge of Federal and Provincial Legislation, Codes and Regulations, and Municipal By-Laws; legislation, policies, procedures, directives, and guidelines affecting municipal fire services;
- Excellent organizational and management skills in personnel, finance, and material acquisition, and demonstrated leadership abilities;
- Effective computer skills, specifically with Microsoft Office;
- Demonstrated ethical conduct, political sensitivity, discretion, integrity, and reliability;
- An excellent communicator with an understanding of the effective use of social media in support of emergency response and operations;

Candidates must possess the above or any equivalent combination of experience and training acceptable to the Town. Candidates must reside within thirty (30) minutes of the Town of Witless Bay.

If you are interested in an opportunity to become part of a dedicated team providing effective and quality fire services, please submit a cover letter and resume, along with at least two (2) professional references, via email, to:

Gerard Lewis
LW Consulting
lewis.gerard@bellaliant.net

by 4:00 pm March 17, 2021.

We thank all applicants and advise only those considered for an interview will be contacted.