

EXTERNAL JOB POSTING ADMIN-25-09

Corporate Services Department

Manager of Fire Services/Deputy Fire Chief

Date Posted: May 12, 2025

Job Type: Permanent, Full-Time

Current Job Description Applies

Non-Union

Rate of Pay: Salary

GENERAL

The Municipality of Greenstone, also known as "Nature's Hometown", is located along Trans-Canada Highway 11 in Northwestern Ontario and is a prime location for outdoor activities and attractions. Greenstone is surrounded by miles of Boreal Forest and vast amounts of lakes and river systems.

The Municipality is currently seeking a progressive leader to serve as the Manager of Fire Services/Deputy Fire Chief who under the direction of Director of Fire Services/Fire Chief will be responsible for day-to-day operations of the Greenstone Fire and Emergency Services within the assigned areas of responsibility, and may involve the administration, direction and planning within those assigned areas. The Manager of Fire Services/Deputy Fire Chief will assume the responsibilities of the Director of Fire Services/Fire Chief in their absence.

RESPONSIBILITIES AND AREAS OF FOCUS

- Ensure the Municipality's compliance with the Fire Protection and Prevention Act, 1997, S.O. 1997 c.4 and all other applicable legislation.
- Ensure the Municipality's compliance with the Emergency Management and Civil Protection Act (R.S.O. 1990).
- Business operations and development.
- Fireground and emergency operations.
- Fire prevention.
- Service delivery and continuity.
- Assume the duties and responsibilities of the Incident Commander at major emergency scenes.

QUALIFICATIONS

- Ontario Secondary School Diploma. Some post-secondary education in a related field, diploma or degree preferred
- Minimum 3 years experience in a fire department, with some involvement in a supervisory or managerial capacity. Some experience in a volunteer fire service preferred
- Working knowledge of applicable legislation and industry best practices, including emerging issues in emergency and public services

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.





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- Ability to work independently or with minimal supervision, effectively managing time and resources to prioritize tasks and conflicting priorities
- Some experience in conflict resolution and change management skills
- Ability to collaborate with and engage members and teams to drive participation and performance
- Excellent verbal and written communication skills
- Oral and written proficiency in the English language. Additional language skills desirable
- Knowledge of budgeting processes and financial practices
- Experience as an instructor and incident commander in the fire service preferred
- Knowledge of and ability to utilize common office and industry specific software, equipment, and tools
- Clean criminal record with vulnerable sector check
- Minimum class DZ Ontario Driver's Licence. Meets requirements of and maintains licence in a manner to be eligible for Fleet Signing Authority status
- The following minimum certifications issued by IFSAC or ProBoard, or related legacy status issued by the Authority Having Jurisdiction, are required:
 - NFPA 1001 Firefighter II
 - NFPA 1041 Instructor I
 - NFPA 1002 Driver/Operator of Fire Apparatus Equipped with a Fire Pump
 - Has or is willing to obtain within an acceptable period:
 - NFPA 1021 Fire Officer I, II, III
 - NFPA 1041 Instructor II
 - NFPA 1521 Incident Safety Officer
 - NFPA 1031 Fire Inspector I
 - NFPA 1035 Fire and Life Safety Educator I
 - NFPA 1006 certifications in accordance with Establishing and Regulating By-Law levels of service in effect.
 - Worker and Supervisor Safety Awareness
 - IMS 100
 - First Aid and BLS-CPR Instructor, instructor-trainer designation preferred.
 - Fleet Signing Authority and Air Brake Instructor Designation

REPORTING RELATIONSHIP

- Reports to the Director of Fire Services/Fire Chief

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SUPERVISION

- Direct supervision of four District Chiefs
- Operational supervision of all department members

WORK ENVIRONMENT

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night

HOURS OF WORK

- Normal work week is 35 hours
- Subject to non-business hours meetings, training and emergency responses

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on June 27, 2025, to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

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