



Position Title: Fire Chief
Reports To: Chief Administrative Officer
Status: Full-time
Revision Date: June 2026

JOB PURPOSE

The Fire Chief will administer, plan, direct and lead all aspects of the fire department including administration, fire education, fire prevention, fire suppression, leadership of employees and rescue activities of the department as authorized by the Regulating By-laws.

DIRECT REPORTS

- Fire Department Personnel (District Chiefs, Station Captains, Training Coordinator, Health and Safety Coordinator, Communications Coordinator and all other volunteer firefighters)

SPECIFIC ACCOUNTABILITIES

Fire Department

- Lead overall operations of the fire department including Suppression, Training, Fire Prevention, Maintenance, and Administration including responding to Fire/Emergency Calls assuming command at large
- Create a culture of collaboration, communication and customer service in leading, training and developing staff within the department.
- Develop, implement, monitor, and assess plans and policies related to service delivery.
- Manage departmental operations within approved budgets and financial policies, and aligned with approved service levels and departmental objectives.
- Identify, secure and organize resources required to implement approved plans.
- Create a culture of continuous improvement related to current processes and service delivery, make appropriate strategic decisions, enable changes, and investigate opportunities to improve policies and standard operating procedures (SOP's).
- Respond to inquiries and complaints regarding fire department activities and ensure they are handled promptly, efficiently, and with courtesy.
- Participate in the local and regional emergency planning process and the Fire Chiefs' Association at the provincial and regional level.
- Leads emergency management program as Community Emergency Management Coordinator.

WORKPLACE REQUIREMENTS

- Valid class “DZ” Ontario Driver’s License in good standing, and current CPR and First Aid.
- Will have to enter hazardous atmospheres and areas
- This position works a variety of hours for meetings outside of standard business hours, including extended hours when responding to emergency incidents.

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake, Council, and Volunteer Firefighters

External: Other municipal fire departments, public, district agencies, and government officials

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- At least 10 years of progressive firefighting experience and 3-5 years of leadership experience.
- NFPA 1001, 1072, and 1021 required
- Ability to obtain NFPA 1002, 1006, 1031, 1033, 1035, 1041, and 1521 by July 1, 2027
- A post-secondary diploma in a Fire Service-related discipline and a graduate of the Ontario Fire College Company Officer Program, and/or Fire Prevention Officer program, Trainer Facilitator or equivalent would be assets
- IMS100, IMS200, EM200, and EM300 or willingness to obtain within 1 year.
- Have superior knowledge of current firefighting and fire prevention methods, including fire scene investigations.
- Ability to effectively supervise volunteer firefighters
- Working knowledge of the Fire Code, Ontario Building Code all related applicable Federal and Provincial Legislation and Regulations.
- Working knowledge of Occupational Health and Safety Act and health and safety policies and practices.
- Strong leadership, teamwork, effective communication (including media and public speaking), resourcefulness, attention to detail, adaptability, problem solving, strategic thinking, decision-making, organization and multi-tasking, time management, and maintaining confidentiality required
- Intermediate computer skills (MS Office)

SALARY RANGE

Range \$120,000 to \$140,000

Applicants who do not meet all of the qualifications for the position may be considered for an underfill appointment. In such cases, compensation will be commensurate with the candidate's qualifications, experience, and demonstrated competencies.