



Director of Emergency Services/ Fire Chief

The Town of Bracebridge is a community of more than 17,000 residents living in both urban and rural areas. Located in the heart of Muskoka, Bracebridge is a magnet for recreation and tourism, with a growing base of non-recreational businesses. Additionally, there is a sense of civic responsibility and interest in protecting and enhancing Bracebridge's natural features; therefore, residents want increased and improved access to the Town's natural features, such as parks, trails and waterfront areas.

The Town works closely with the District of Muskoka, other local municipalities, external agencies, senior levels of government and service partners.

Inspire Our Future

As the ideal candidate and our new **Director of Emergency Services/Fire Chief**, you are an inspiring, results-focused leader, a strong relationship and consensus builder, as well as an exceptional communicator. In addition, you are known for your business leadership and acumen, commitment to building highly effective teams, service delivery excellence, continuous improvement, and fiscal accountability.

Reporting to the CAO, you will direct, plan, manage and review the activities and operations of the Fire Department and community emergency management; coordinate assigned activities with other Town departments, divisions and outside agencies; manage the Department in its statutory, operational, custodial and advisory responsibilities; and act as a member of the senior management team of the Town of Bracebridge.

You will establish, maintain and evaluate the purpose, function and duties of the Fire Department; and oversee the establishment, implementation and evaluation of a complete range of operating and administrative policies and practices for the Department.

You will advise, direct, and evaluate the adequacy of the volunteer firefighter complement, including recruitment and training, to meet the service delivery needs as set out in relevant acts, regulations, by-laws, policies and procedures.

You will develop, maintain, and evaluate long range plans, major works programs, capital project planning and operating budgets, which effectively utilize available resources. You will prepare and submit annual budget estimates and direct the development of and monitor performance against the annual department budget.

Ideal Professional Qualifications

- **Management:** Significant (five to ten years) progressively responsible leadership experience (ideally as a Chief or Deputy) in fire and emergency management services.
- **Strategic Acumen:** Ability to analyze complex fire and emergency response issues and problems and evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.

- **Business Operations:** Demonstrated experience and knowledge in all areas of fire services and emergency management, including fire prevention, public education, investigations, code enforcement, communications, mechanical, fire suppression, emergency response, emergency planning and management, legislation and administration.
- **Resource Management:** Ability to develop and manage strategic plans and business plans, prudently manage resources, develop and manage operational and capital budgets in a fiscally accountable fashion.
- **People Leadership:** Excellent interpersonal, project/time management, organizational, analytical, research, communication, presentation, problem-solving, and staff leadership and supervisory skills with the ability to develop strong teams, leaders and talent.
- **Relationship Management:** Ability to work with staff at all levels across the organization, including Council, CAO, community and neighbouring municipalities.
- **Fire Service Legislation and Policies:** Excellent knowledge of fire-related legislation, including the Fire Code, the Fire Protection and Prevention Act, the Emergency Management and Civil Protection Act and related policies, procedures and best practices.
- **Communications:** Excellent verbal, written, report writing and presentation skills; ability to communicate effectively and address concerns with tact and diplomacy; exceptional interpersonal skills and political acuity.
- **Education:** University Degree or College Diploma in Fire Services Administration/Management, Public or Business Administration, or equivalent.
- **Certifications:** National Fire Protection Association (NFPA) 1001 Fire Fighter II; NFPA 1021 Fire Officer I; NFPA 1041 Fire Instructor I; NFPA 1035 Fire and Life Safety Educator I; NFPA 1033 Fire Investigator. Certified Community Emergency Management Coordinator (CEMC) designation or willingness to obtain within the first year of employment.
- **Other Attributes:** A valid Class 'DZ' Ontario Driver's license in good standing.

Key Benefits of working at the Town of Bracebridge

The Town of Bracebridge offers a competitive salary and comprehensive benefits package. In addition, we have a reasonable cost of housing, access to healthcare, education, recreation, and cultural activities in a vibrant setting with nearby waterfront amenities.

How to Apply

To explore this opportunity please apply via email by **March 27, 2023** to careers@waterhousesearch.net quoting project **BB-FC**. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Tim Lukasewich at 416-214-9299 x8, tim@waterhousesearch.net or Jon Stungevicius at 416-214-9299 x1, jon@waterhousesearch.net

All applications will be held in strict confidence. We thank all applicants; however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.