



**TOWN OF GANDER**  
**Manager of Fire and Emergency Services/Fire Chief**  
**(Temporary Indefinite Position)**  
**Competition # TOG2024-011**

The Town of Gander is currently accepting applications for a temporary indefinite Manager of Fire and Emergency Services/Fire Chief position within the Fire and Emergency Services Department.

**POSITION IDENTIFICATION**

The Manager of Fire and Emergency Services/Fire Chief is responsible for the overall operation and administration of Gander Fire Rescue including Dispatch. The incumbent will be responsible for the supervision, organization, coordination, control and execution of all functions pertaining to the Fire and Emergency Services Department.

**MAJOR DUTIES & RESPONSIBILITIES**

Respond to emergency incidents and act as Incident Commander, if required; Develop and maintain the Municipal Emergency Preparedness Plan; Supervise and manage departmental employees (full time and volunteer); Review and recommend departmental staffing requirements and participate in the hiring process, as required; Establish and monitor an effective volunteer recruitment and retention program; Monitor legislation to ensure departmental practices, policies, and regulations are in compliance with all Federal and Provincial requirements; Advise Department Head on matters of fire protection and public safety; Recommend, develop, and administer policies, regulations and bylaws to the Department Head; Plan and implement maintenance schedules for all Fire Department assets; Assist with the development and administration of departmental budgets, preparation of tender documents for capital acquisitions, and approve departmental purchases; Prepare reports on fire prevention and the condition of buildings through fire safety inspection programs; Participate as a resource for committees or community focus groups as designated by Council; Liaise with community and regional partners to develop agreements for coordinating services if, and when necessary; Oversee and develop public programming for fire prevention and life safety; Ensure the highest standards of confidentiality and integrity at all times; Respond to work groups, supervisors and the public in a polite, informative, caring and effective manner; Other duties as assigned by the Chief Administrative Officer.

**WORKING CONDITIONS**

Regular office work including sitting, standing and keyboarding; Visual demands include regular eyestrain and regular use of office equipment; May be regularly exposed to water in extreme weather conditions; May be exposed to noxious smoke and fumes; Will be required to respond to unpleasant and emotionally charged situations; Disruption to lifestyle caused by after-hours call-ins; Expectation to meet a 100 per year training requirement and attend at least 40% of emergency calls.

**EDUCATION & TRAINING**

A recognized post-secondary educational certificate in fire service management or leadership, public administration would be an asset; NFPA 1001 Fire Fighter Level 2 certification; NFPA 1002 Standard for Fire Apparatus Driver/Operator; NFPA 1021 Fire Officer 1 or minimum 10 years' experience as a Fire Officer; NFPA 1031 Fire Inspector; NFPA 1041 Fire Service Instructor; NFPA 1521 Safety Officer; NFPA 472 Hazardous Materials Technician or trained to the level of Technician; Certificate in Incident Command System 100, 200; Critical Incident Stress Management (CISM) peer certification; Valid certificates in CPR, AED and Oxygen Therapy; Valid certificate in Advanced First Aid for Firefighters; Minimum of 10 years' experience providing emergency services with a progressive fire and emergency services provider including structural firefighting, vehicle extrication, rescue operations, planning and hazmat incidents; Minimum of 5 years of increasing responsibility in a leadership or supervisory role.

**OTHER SKILLS**

Facilitating CISM debriefings and programs; Working with a composite Fire Department (paid staff and volunteers) would be a definite asset; Proven leadership skills; Strong organizational and time management skills; Strong structural firefighting, vehicle extrication rescue operations and emergency management skills; Ability to anticipate deadlines and work towards achieving key deliverables; Ability to set long-term financial and budgetary goals; Strong presentation, facilitation, written and verbal skills; Proven analytical ability and solutions oriented.

## **OTHER REQUIREMENTS**

Class 3 Driver's License with Air Brake Endorsement for the Province of Newfoundland and Labrador; Thorough knowledge of all Federal and Provincial Codes and Regulations and Municipal By-Laws relative to the activities of the Fire Rescue Service; Certificate of Conduct in good standing; Medical Clearance Certificate.

**SALARY:** Non-unionized position - \$44.67/hour- \$52.09/hour – 35 hours/week

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before Thursday, November 7, 2024, to the attention of:

**Human Resources**  
Town of Gander  
100 Elizabeth Drive  
Gander, NL, A1V 1G7  
Email: [humanresources@gandercanada.com](mailto:humanresources@gandercanada.com)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.