

## **VOLUNTEER FIRE CHIEF & DEPUTY FIRE CHIEF RECRUITMENT**

Ste. Anne Municipality is accepting applications for the positions of Volunteer Fire Chief and Deputy Fire Chief for the Richer Fire Department.

The Volunteer Fire Chief and Deputy Fire Chief bring strategic and operational leadership and management to the Richer Fire Department ensuring that the Department meets all requirements in quality service provision, responsiveness and cost-efficiency. The Volunteer Fire Chief reports directly to the Chief Administrative Officer for Department operations and administration with the Volunteer Deputy Fire Chief reporting directly to the Volunteer Fire Chief.

### **Volunteer Fire Chief Responsibilities:**

- Leadership, management and administration of entire Richer Fire Department, including supervision of all volunteer firefighters, buildings, property and equipment
- Preparation and submission of all required reports, including an annual report of estimated revenue and expenditures for the entire department's operations and a complete inventory of the department's assets
- Assisting with development and implementation of all fire department-related policies and procedures
- Ensuring compliance with all fire suppression and prevention by-laws and legislation
- Communication liaison with Municipal administration, fire departments where an inter-municipal fire services agreement exists, the Office of the Fire Commissioner and any other relevant department
- Taking proper measures to provide for the combating, extinguishing and preventing of fires and saving life and property during responses
- Oversee public education and awareness programs
- Participation in various programs, training and meetings
- Independent judgement and action in emergency situations
- Other related duties as assigned

### **Volunteer Deputy Fire Chief Responsibilities:**

- Assist Volunteer Fire Chief with all duties and responsibilities detailed above
- Assume all duties and responsibilities detailed above when directed by, or in the absence of, the Volunteer Fire Chief

### **Minimum Qualifications:**

- Legal entitlement to work in Canada (proof of citizenship or other documentation if applicable)
- Successful completion of an approved Firefighter Training program resulting in Level I or II Certification
- 10 years' experience as a Volunteer Firefighter, as well as a supervisory position
- Class 4 and Air Driver's License
- First Aid and CPR Certificates
- Medical & Physical Report
- Criminal Background & Child Abuse Registry Check
- Other as required

Those interested in becoming a Volunteer Fire Chief or Deputy Fire Chief with the Richer Fire Department must submit their resume, 3 work related references and an application form available from the Municipal office by November 5, 2018 to:

Ste. Anne Municipality  
c/o CAO Jennifer Blatz  
395 Traverse Road  
Box 6 Grp 50 RR1  
Ste. Anne, MB R5H 1R1  
Email: [cao@rmofsteanne.com](mailto:cao@rmofsteanne.com)  
Fax: 204-422-9723

The RM of Ste. Anne wishes to thank all candidates for their interest, but only those considered for an interview will be contacted.