



**Job Description for Fire Chief**  
**March 12, 2025**

**POSITION TITLE:**

Fire Chief of Lakeland Ridges

**REPORTS TO:**

The Fire Chief reports to Council of Lakeland Ridges and interfaces with the CAO on administration functions.

**FUNCTION:**

The Fire Chief is responsible for the overall management of the Lakeland Ridges Fire Departments, including adherence to the Fire Policy of Lakeland Ridges.

**POSITION SUMMARY:**

Reporting to this position is the District Fire Chiefs of the Municipality of Lakeland Ridges.

The Fire Chief is the liaison between all District Chiefs and Council. In addition, the Fire Chief is accountable to present the consensus of all Fire Departments related to their discussions to Council.

The incumbent must reside within the Fire Service footprint of the Municipality of Lakeland Ridges.

**QUALIFICATIONS AND MINIMUM STAFFING REQUIREMENTS:**

<b>Education:</b>	<ul style="list-style-type: none"><li>• Minimum high school diploma</li></ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"><li>• Valid Class 5 Drivers License</li><li>• NFPA 1001 levels one and two</li><li>• NFPA 1072 Awareness and Operations</li><li>• Working knowledge of NFPA Standards</li><li>• Incident Command System 100 &amp; 200</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>• A minimum 10 years of firefighting experience with progressively increasing responsibilities within the Fire Service structure</li><li>• Experience giving presentations</li><li>• Fluency with use of MS Office Suite including Excel, Word, PowerPoint</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Strong verbal and written communication skills</li><li>• Strong leadership skills</li><li>• Excellent interpersonal skills</li><li>• Attention to details</li><li>• Excellent organizational skills</li></ul>

**KEY RESPONSILITIES AND DUTIES:**

The following list is intended to describe the nature and level of work being performed by the Fire Chief but may not be an exhaustive list of all duties and responsibilities required for the position. Other duties and responsibilities may be assigned by Council.

***Key responsibility and duties include the following:***

- Liaising between the District Fire Chiefs and Council
- Participating on Lakeland Ridges Public Safety Committee
- Overseeing the overall administration and operations of the four Lakeland Ridges Fire Stations
- Directing the District Chiefs by helping align departments SOP's, testing and purchasing guidelines
- Supporting the District Chiefs in recruitment, retention, and succession planning of members
- Representing Lakeland Ridges on the Western Valley Regional Service Commission 12 Public Safety Committee
- Representing Lakeland Ridges on the Emergency Management Organization (EMO) in circumstances where ICS and REOC is activated in emergencies
- Managing Human Resources issues with District Chiefs, as necessary
- Assuming an operations role, if required, in emergency response in cooperation with the District Chiefs
- Reporting to the Fire Marshall in accordance with the provisions and regulations of the Fire Prevention Act
- Working with District Fire Chiefs and the Lakeland Ridges Building Committee in maintaining the buildings or portions thereof used by the District Fire Departments
- Ensuring training is carried out in a timely manner
- Ensuring that District Fire Chiefs maintain and keep secure records of fire calls, training, and other related activities of members