



Rural Municipality of Lac du Bonnet

Job Title:	Lac du Bonnet Fire Chief	Job Category:	Public Administration
Department:	Protective Services	Date of last revision:	January 2025
Location:	Lac du Bonnet Fire Hall	Travel Required:	As required
Level/Salary Range:	TBD	Position Type:	Part-Time Management – Out of Scope
Reports To:	RM Chief Administrative Officer	Date Posted	January 27, 2025
Education:	High School Diploma (Grade 12); post-secondary education in management or emergency services, or related fields is an asset.	Qualifications:	Fire Officer Level I (NFPA 1021) Fire Fighting Level II (NFPA 1001)
Experience:	Minimum ten (10) years of firefighting experience with at least five (5) years in a supervisory or management role.		

JOB DESCRIPTION

COMPANY DESCRIPTION

The RM of Lac du Bonnet is well known as the “Four Seasons Playground” due to its proximity to the Winnipeg and Lee Rivers and the endless possibilities for recreation adventures. The Rural Municipality of Lac du Bonnet is home to approximately 3,500 permanent residents who take great pride in their community. In the summer, the population grows to around 8,000 as seasonal residents and campers take up residence to relax and enjoy.

The Fire Hall is located within the suburbs of the Town of Lac du Bonnet. The fire hall is just over a one-hour scenic drive from Winnipeg, 45 minutes from Selkirk and 30 minutes from Beausejour.

The RM of Lac du Bonnet’s value statement is **PEOPLE**.

- P – Pride and passion of community
- E – Ethics, respect and integrity
- O – Open, accountable governance and communications
- P – Productive and professional environment
- L – Leadership, teamwork and collaboration
- E – Environmental sustainability

POSITION SUMMARY

Reporting to the RM of Lac du Bonnet Chief Administrative Officer (CAO), the Fire Chief provides leadership and management of fire and emergency services within the Rural Municipality of Lac du Bonnet and the Town of Lac du Bonnet. The role oversees the Fire Services Departments, including operations, health and safety programs, fire prevention, training, emergency planning and resource management.



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The Fire Chief supports RM and Town Councils and Administration in allocating resources, developing by-laws, policies, procedures and strategies for public safety and protection of Municipal residents, property, environment, economy and reputation.

KEY RESPONSIBILITIES

The Fire Chief is responsible to the RM CAO for the proper administration of the Fire Department and for the discipline of its members. The Fire Chief may make general orders and departmental rules as may be necessary for the care and protection of the property of the department, for the conduct of the members, and for the efficient operation of the Fire Department, providing that such general orders do not conflict with the provisions of any by-law of the Municipality, and/or Act or Regulation of the Province.

Any general orders and departmental rules need not be identical to those of the other departments of the municipality, but all general orders and rules shall be made available to the CAO who reserves the right to amend or appeal any such order or rule.

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar and related.

LEADERSHIP & ADMINISTRATION

- Oversee the overall administration of the Fire Department, ensuring efficient and effective operations in compliance with municipal by-laws and provincial legislation.
- Plan, direct and coordinate the Fire Department's work plan through appropriate departmental staff; delegate work activities and responsibilities to appropriate departmental personnel; review and evaluate work methods and procedures; identify and resolve problems and/or work issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Develop, implement, and review all Fire Department goals, objectives, policies and procedures in accordance with the Town and RM Fire Prevention By-Laws, as well as federal and provincial legislation in consideration of the communities current and future needs.
- Coordinate inspections of buildings and properties as per the Fire Prevention and Emergency Response Act C.C.S.M. c. F80 and the current Fire Prevention By-Law as amended periodically, and to coordinate on-site inspections prior to special functions as requested or required.
- Manage financial operations, including the preparation, monitoring and approval of departmental budgets and expenditures.



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- Ensure the proper maintenance of all administrative task including:
 - Approval of invoices and expense reports.
 - Advise department personnel on budget matters.
 - Manage department payroll.
 - Maintain records on incidence of fire, injuries and loss of property.
 - Prepare department reports on all areas of firefighting.
 - Personnel training and attendance records
 - Equipment inspections and maintenance logs.
- Submit all required fire and injury reports to the Office of the Fire Commissioner.
- Prepare detailed reports and presentations for Council, Administration, and external stakeholders, providing updates on departmental performance, needs, and challenges.
- Maintain knowledge of advancements in firefighting techniques, equipment, and management practices to improve departmental effectiveness.
- To fulfill the responsibilities of the Local Assistant to the Fire Commissioner as outlined within the Fire Prevention and Emergency Response Act C.C.S.M. c. F80.
- To direct the preparation of short- and long-range plans for the development, operation and maintenance of all departmental activities and equipment within the jurisdiction of the Department and as necessary for consideration and/or ratification by Council.
- All other duties as required by the RM of Lac du Bonnet and Town of Lac du Bonnet.

FIRE OPERATIONS MANAGEMENT

- Plan, organize and coordinate fire response operations, ensuring effective resource allocation and the protection of life, property and the environment.
- Take all the proper measures for the prevention, control and extinguishments of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention, all general orders and departmental rules and shall exercise the powers and duties imposed by the Fire Prevention Act and CAO.
- Respond to major incidents and provide leadership during emergencies.
- Conduct post-incident reviews and assess response effectiveness and implement recommendations for improvement.
- Oversee the inspection, maintenance and repair of all fire department equipment and vehicle ensuring compliance with safety standards and the fire department building.
- Review all fire cause and injury investigations conducted by Fire Prevention Officers and submit, as required, all investigative information and material to the Office of the Fire Commissioner.
- Conduct building inspections and coordinate fire prevention activities in alignment with regulations.



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SUPERVISION, TRAINING AND STAFF DEVELOPMENT

- Develop and oversee comprehensive training programs to ensure all fire personnel are proficient in firefighting, rescue operations, and emergency response techniques.
- Monitor and evaluate training effectiveness, adjusting programs as necessary to address emerging risks and trends.
- Mentor and guide departmental staff, fostering professional development, leadership skills, and career growth.
- Lead recruitment and onboarding processes, ensuring a qualified and diverse team of fire personnel.
- Conduct performance evaluations, address deficiencies, and implement corrective actions when necessary.
- Execute discipline and/or termination procedures, in accordance with municipal policies.

PUBLIC SAFETY AND EMERGENCY PLANNING

- Develop and implement fire prevention and public education programs to raise awareness about fire safety and emergency preparedness.
- Collaborate with municipal staff and external agencies to create and maintain comprehensive Emergency Management Plans.
- Investigate fire causes and safety incidents, ensuring all findings are documented and submitted to the Office of the Fire Commissioner.
- Facilitate community engagement by attending local events, delivering safety presentations, and fostering public trust in the fire services.

STAKEHOLDER RELATIONS

- Establish and maintain strong working relationships with government organizations, local businesses, and community groups.
- Participate in professional associations and committees to stay informed about emerging industry trends, legislation, and best practices.
- To attend and participate in professional and community meetings as necessary in order to remain current on issues relevant to the field of fire protective services and relative service delivery responsibilities including the development of responses to and the resolution of sensitive and complex community and organizational inquiries and complaints.

HEALTH, SAFETY AND RISK MANAGEMENT

- Ensure compliance with Workplace Safety and Health (WSH) regulations within all Fire Department operations.
- Investigate and report all workplace incidents, near misses, and safety concerns.



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- Develop and implement safety inspection protocols for fire department facilities, vehicles, and equipment.
- Promote a culture of safety and accountability among all department members.

COMPETENCIES

1. ADAPTABILITY

- Demonstrates flexibility and composure in changing circumstances.
- Maintains positivity and manages conflicting priorities effectively.
- Embraces creative and innovative thinking to adapt to new challenges.

2. ORGANIZATION

- Skilled in time, space, and task management to meet deadlines and balance priorities.

3. COMMUNICATION SKILLS

- Exceptional interpersonal, verbal and written communication abilities.
- Excellent listening, oral, written, and electronic communication abilities.
- Maintains professionalism and courtesy in all interactions.

4. TACT & DIPLOMACY

- Navigates sensitive issues with openness and seeks to preserve relationships.
- Resolves conflicts with thoughtful consideration and effective communication.

5. TEAMWORK

- Actively contributes to team goals and provides support to colleagues.

6. JUDGEMENT & DECISION MAKING

- Strong analytical, problem solving and decision-making skills.
- Applies sound judgment to make reasonable decisions independently.
- Attentive to detail, prioritizes effectively, and seeks guidance when necessary.

7. INITIATIVE & WORK ETHIC

- Demonstrates a proactive attitude, strong work ethic, and commitment to excellence

8. PROBLEM SOLVING & INNOVATION



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- Approaches challenges with creative and innovative solutions.
- Effectively analyzes problem and develops actionable strategies.

JOB REQUIREMENTS (minimum standards):

- Minimum Qualifications: Fire Officer Level I (NFPA 1021)
- Fire Fighting Level II (NFPA 1001) is considered an asset
- Minimum High School Diploma (Grade 12)
- Post-secondary education in management or emergency services, or related fields is an asset.
- Post secondary education in disciplines such as administrative management, leadership, human resources management or emergency services is desirable.
- Class 4 Manitoba drivers' license with air brake endorsement.
- First Aid & CPR Certification

EXPERIENCE & SKILLS

- Minimum ten (10) years of firefighting experience with at least five (5) years in a supervisory or management role.
- Proven experience in fire prevention, suppression, public education, investigations, code enforcement, communications, mechanical, fire suppression and emergency response.
- Demonstrated knowledge of provincial fire codes, municipal bylaws and safety standards for all equipment, apparatus, maintenance and operations.
- Proficiency in administrative tasks, including budgeting, payroll, and record management
- High proficiency in MS Office Suite (Word, Excel, Outlook) and fire service-specific software.

WORKING CONDITIONS

- Frequent exposure to high-stress situations including emergency response and incident management.
- Work may occur outdoors in all weather conditions with exposure to hazardous environments such as fire, noise, chemicals, blood and debris and may be required to walk on uneven and slippery surfaces and climb ladders.
- Physical activities may include prolonged sitting, standing, walking, climbing, reaching, twisting, turning, stooping, squatting and lifting heavy objects. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard.
- Additionally, this stress can increase as the 1st contact for any member of the Department attempting to resolve stress or PTSD issues.



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PHYSICAL DEMANDS

- The role requires physical strength and stamina to perform emergency response activities, including lifting, crawling, and climbing.
- Must maintain physical fitness to meet the demands of the job.

I have read this job description and understand the job requirements of this position and the expected standard of performance.

Name: _____
(please print name)

Signature: _____

Date: _____

Approved By:	CAO	Date:	Jan. 23, 2025
Last Updated By:	DCAO	Date:	Jan. 23, 2025