



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641
BONFIELD ON P0H 1E0 Fax: 705-776-1154
Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is currently seeking an experienced and highly motivated individual to assume the responsibilities of a

FIRE CHIEF

Bonfield is a rural municipality with a population of 2,146 and 114 kms of roadway in the District of Nipissing, located along Highway 17 East. The community is experiencing residential growth as the trend continues for people wanting to move to a quieter lifestyle while maintaining the quality of life enjoyed being surrounded by nearby cities. There are several lakes within our community and plenty of recreational and cultural facilities allowing for diverse and exciting experiences for all ages.

Reporting to the Chief Administrative Officer this position has overall responsibility for the efficient and effective administration and operation of the Township of Bonfield Fire Department including the delivery of fire prevention and education services, fire suppression services, emergency planning and first response medical services. This position will also take the lead managerial role in the Health and Safety program for the Township of Bonfield Fire Department.

A full description is available on the website www.bonfieldtownship.com.

The ideal candidate will possess the following:

- Post secondary diploma in a fire service discipline and Ontario Fire College Officer/Fire Prevention graduate or an equivalent combination of education and related experience
- NFPA 1021 Level II minimum and be able to meet the NFPA requirements for July 2026
- Minimum five (5) years of progressively responsible experience as a senior officer in fire services.
- Strong leadership and team building skills
- Excellent communication skills
- Knowledge of modern fire fighting and prevention procedures, Fire and Building Codes
- Thorough understanding of the Fire Protection and Prevention Act, Occupational Health and Safety, NFPA standards and Ontario Fire Code
- Working knowledge of Microsoft products
- Standard First Aid and CPR certification

This two year contract position is part-time with 24 hours per week, for a volunteer department. Hours are flexible but the successful candidate must be available to attend the Fire Hall. The position will be reviewed prior to contract completion. The hourly range is \$35.15 to \$41.30. Compensation will be commensurate with education and experience. Please submit cover letter and resume to the undersigned. Applications will be accepted until Monday, January 27th, 2025.

Nicky Kunkel
CAO Clerk Treasurer
365 Hwy 531 Bonfield ON P0H 1E0
Cao.clerk@bonfieldtownship.com
Fax: 705-776-1154

We thank all applicants for their interest in this position, however, only those selected to be interviewed will be contacted. Please respond by one method of application only. The Township is an equal opportunity employer. Please notify of any accommodation at time of interview. All information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Job Description: Fire Chief

POSITION SUMMARY:

This position has overall responsibility for the efficient and effective administration and operation of the Township of Bonfield Fire Department including the delivery of fire prevention and education services, fire suppression services, emergency planning and first response medical services. This position will also take the lead managerial role in the Health and Safety program for the Township of Bonfield Fire Department.

Major Duties and Responsibilities:

- Supervises and coordinates all aspects of Fire Department operations to ensure the Township of Bonfield is provided with efficient and effective fire services which meet legislated requirements.
- Responsible for ensuring that all Fire Department personnel are properly trained in fire prevention, fire suppression and emergency response procedures and the proper use of departmental equipment as per current legislative standards.
- Ensures that all departmental operations are conducted safely and in accordance with the Occupational Health and Safety Act and with established procedures of the Fire Department.
- Preparation of the annual budget estimates for the Fire Department and requisitions materials, supplies and equipment in accordance with municipal procurement policies and approved budget guidelines.
- Submits an annual incident report and any other specific reports requested by Council or the Office of the Fire Marshal and Emergency Management.
- Submits monthly activity reports to CAO and quarterly reports to Council on Department functions and budget to actuals.
- Attends Fire and Emergency Management Committee meetings as scheduled.
- Responsible for ensuring all incident responses, firefighter training and department reports and records are kept up to date and submitted to Supervisor as required and/or requested for municipal retention bylaws and to confirm compliance with all applicable legislation and policies.
- Provide Council and Supervisor with advice on policy, procedure and technical matters on the management of the Fire Department and prepare rules and regulations for the efficient operation of the Fire Department to meet all requirements of provincial legislation and municipal policy.
- Organizes and directs all department activities and consults with the CAO-Clerk to receive administrative policy direction, guidance and interpretation of Council policy.
- Directs the maintenance and repair and replacement of fire fighting equipment and apparatus, and recommends the replacement of same, as required.
- Participates in fire safety education, public events, emergency measures activities, fire prevention and safety campaigns, and represents the Fire Department at meetings and functions pertaining to fire services.
- Observes the records retention and preservation policies and procedures of the Township.
- Takes all proper methods for the prevention, control and extinguishment of fires and for the protection of life and property within the Township and administers the Township's Mutual Aid program.
- Enforces municipal By-laws respecting fire prevention and exercises the powers conferred by the Fire Protection and Prevention Act.
- Assists with the coordination and operations of First Response Medical Services.



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Education/Experience/Skills:

Education:

- Ontario Fire College Certificate in fire protection and technology or an equivalent combination of education and related experience.
- NFPA 1021 Level II, minimum and willingness an ability to obtain Level IV
- Standard First Aid and CPR certification
- Required to complete and maintain required training including IMS, Basic Emergency Management (BEM) and Community Emergency Management (CEM) through OFMEM.

Experience:

- Minimum five (5) years of progressively responsible experience as a senior officer in fire services.
- Knowledge of modern fire fighting and prevention procedures
- Thorough understanding of the Fire Protection and Prevention Act, Occupational Health and Safety, NFPA standards and Ontario Fire Code
- Good knowledge of investigation and note taking and reporting; to all internal and external stakeholders
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Skills:

- Excellent interpersonal and communication (oral and written) skills.
- Good leadership and management skills.
- Strong inner strength and composure to deal with difficult situations in a calm, respectful and persuasive manner.
- Possess cultural awareness and sensitivity.
- Must be consistent and fair; and maintain standards of conduct.
- Minimum of a valid Ontario Class "D" Driver's Licence with a "Z" endorsement.
- Good computer skills, including Microsoft Office, Outlook

POSITION: This position is the Manager of the Volunteer Fire Department. Training nights are Monday evenings. There are currently 18 volunteer firefighters in the Department (2024). There is a part time Administrative Assistant and part time CEMC to assist the Fire Chief with some administrative tasks.