



**THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON
CENTRE WELLINGTON FIRE RESCUE**

FIRE CHIEF

PERMANENT, FULL TIME (EXISTING VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

The Fire Chief serves as the head of Centre Wellington Fire Rescue (CWFR), a division of the Township of Centre Wellington, and is a key member of the Township's Management Team. In addition to overseeing the delivery of fire services, the Fire Chief also contributes to overall corporate strategy, organizational leadership, service integration, and continuous improvement initiatives of the Township. This role provides expert professional advice and recommendations to the Chief Administrative Officer (CAO), the Senior Management Team, and Council on matters related to public safety, emergency management, risk mitigation, and fire services governance.

This position is responsible for providing strategic leadership, overall direction, and coordination of essential fire and rescue services, ensuring the effective delivery of fire suppression, rescue operations, and emergency response services within the Township. The Fire Chief also ensures that public safety education, fire prevention, and life safety code enforcement programs comply with Township policies and provincial legislation, including standards set by the Solicitor General of Ontario.

This role includes comprehensive oversight of departmental operations, including personnel, fire stations, apparatus, and equipment, ensuring that service levels meet community needs and Council-approved priorities. The Fire Chief carries a high level of responsibility and authority for the safety, well-being, and welfare of staff, volunteers, and the public.

Main Duties and Responsibilities

Management and People Leadership:

- Provides leadership in developing and monitoring progress on CWFR objectives that are in line with corporate strategic planning initiatives, identifying and resolving obstacles and guiding, coaching, and mentoring direct and indirect reports in the division.
- Leads and supports a diverse team of Deputy Chiefs (2), and directs Deputies, District Chief, Captains and Firefighters directly & indirectly as required, ensuring effective management and coordination of varied skills and technical functions.
- Ensures an inclusive, successful and collaborative organizational culture while supporting a learning environment and positive employee relationships.
- Ensures the chain of command is identified and adhered to by CWFR staff.
- Assigns work activities, projects, and programs, reviews and evaluates methods and procedures, meets with the CWFR management team on a regular basis.
- Directs employee performance reviews and appraisals and encourages employee training for current responsibilities and future succession planning initiatives.

- In conjunction with the Human Resources Department, resolves employee disputes and disciplinary matters as they arise.
- Ensures effective and efficient utilization of human resources within CWFR, under the leadership of the CAO and Human Resources Department.
- Attends Council meetings and applicable Committee meetings as directed by the CAO. Prepares and/or approves staff reports and presentations for CWFR.
- Represents the Corporation and CWFR as an ambassador and at special events in the community with citizens, special interest groups, service clubs, Province, County, Professional associations, and other municipalities as required.
- Makes recommendations to the CAO and Human Resources Department on department staffing needs or structure changes needed to provide department efficiencies or improve customer service.

Operations and Communications:

- Perform the statutory duties of the Fire Chief under the Fire Protection and Prevention Act.
- Manage the overall administration and operations activities of CWFR.
- Analyzes and accountable for discharging the applicable requirements of Provincial Codes, regulations, standards and communicates for action items effecting CWFR.
- Ensure that CWFR follows all Township policies and procedures.
- Implements CWFR's initiatives outlined in the annual Business Plan.
- Implements Council directives and decisions with follow-up on implementation and corrective actions as required.
- Directs the establishment, maintenance, and management of operating procedures and programs for all operational needs of the division.
- Directs CWFR staff to ensure all division assets (equipment, vehicles, buildings, etc.) are in good repair, safe, and meet legislative and risk management requirements.
- Encourages all CWFR staff to seek efficiencies, continuous improvements and innovations in the operations and services.
- Promotes and markets department programs, services, and facilities through various media with the community, in collaboration with the Communications and Engagement Division.
- Directs and oversees capital projects for CWFR, following procurement (and other legislative) requirements.
- Establishes and maintains strong relationships with colleagues, elected officials, external agencies, other municipalities, and the community.
- Ensures that CWFR provide excellent customer service and all public complaints are addressed professionally.
- Collaborate with other Township departments as required on the provision of services corporately.
- Responds to emergency and non-emergency incidents to direct activities and communications in fire and/or emergency situations; takes action to mitigate hazards; make decisions affecting life and property under emergency circumstances; develop tactics and strategies for major critical incidents. Must be able to attend emergency scenes in a reasonable period of time and takes command of scenes when required or necessary.
- CWFR/Township media spokesperson during emergencies as required.
- Ensures Mutual Aid, Automatic Aid and Dispatch Agreements are up to date and maintained. Ensures that all Fire Marshals' directives are complied with for notification and reporting purposes.
- Ensures a safe and healthy environment for employees and the public.
- Oversees CWFR risk management, liability control, and due diligence, ensuring standardized best practices align with the Township's service levels.

Strategy, Policy, and Direction:

- Develops an annual Business Plan for CWFR in collaboration with the CAO.
- Manages corporate goals and procedures consistent with Council's policies, ensuring that all services are delivered effectively.
- Develop, authorize and implement CWFR policies, including Standard Operating Guidelines, Rules and Standing orders for staff, etc.
- Proposes and maintains accountability for CWFR budgets (operating, capital, long-term forecast, replacement schedules) within the corporate framework. Recommends annual priorities and allocation of CWFR resources.
- Promotes and ensures division compliance and participation in Corporate Asset Management Planning initiatives.
- Is a member of the Centre Wellington Emergency Control Group and participates in meetings, exercises and real emergencies.

Administration:

- Actively participates in relevant municipal organizations, attending applicable conferences and workshops, allowing for networking, keeping up to date on legislation, and best practices.
- Participates in various Township Learning and Development sessions, CAO Town Halls, and Management-related meetings, both as a presenter and as a participant.
- Maintain technical knowledge, certifications and be able to perform all firefighting activities, complex rescues and other related emergency services.
- Other duties as assigned.

Minimum Qualifications and Requirements

- National Fire Protection Association Fire Officer IV
- Post-secondary education in Fire Service administration or related field, preferably holding Fire Service Executive Management Certificate. A combination of relevant education and experience will be considered.
- Emergency Management Certificate.
- Minimum of ten (10) years of progressive Fire Service Experience with a minimum of five (5) years in a Senior Officer position.
- Occupational Health and Safety Certificate.
- Certified in First Aid and CPR.
- Valid DZ driver's license and maintain a clean driver's abstract. With a good driving record.
- Acceptable Police Information Check.
- Demonstrated knowledge of municipal governance, asset management planning, risk management and Council-staff relations.
- Strong political acuity, judgment and ability to balance operational priorities with public accountability.
- Proven ability to lead complex organizations through change.
- Must possess excellent strategic planning, performance management, problem solving, and decision making as well as strong leadership skills.
- Proven ability to establish and maintain effective working relationships within and outside of the organization and department; including communicating effectively, maintaining good working relationships with elected and appointed officials; representatives of local industries and members of the public; community groups and other levels of government.
- Demonstrated competencies in communicating effectively along with superior customer facilitation skills.
- Excellent facilitation, presentation, conflict resolution, negotiation and team-building skills
- Extensive knowledge of Fire Protection and Prevention Act and all applicable relevant Provincial / Federal Acts and Regulations.
- Sound knowledge and understanding of the principles and best practices of fire services.
- Sound understanding of special operations including technical rescues and hazardous material incidents.
- Proven ability to provide effective command over firefighting personnel and a thorough understanding of the incident management system and chain of command principles obtained through training and experience.

- Good physical condition as work can be strenuous and in harsh weather conditions for long durations.
- Strong mental resilience and good coping skills are an asset when dealing with traumatic calls involving human life.
- Superior leadership, organizational, interpersonal relations, oral and written communication skills.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Must train and expand education / knowledge regularly to maintain certification in a wide variety of firefighting and rescue skills.
- Must attend formal educational schools, colleges, seminars and conferences to maintain professional administration and leadership skills.

Work Location: Fergus Fire Station (250 Queen Street West, Fergus)

Annual Salary: \$134,457 – \$151,247 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume (required) and optional cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **March 6, 2026, at 11:59 p.m.** Please quote job posting '2026-19' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.
No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).