



## HILTON UNION FIRE DEPARTMENT VOLUNTEER FIRE CHIEF OPPORTUNITY



The Hilton Union Fire Department is seeking a Fire Chief. This is a volunteer administration position with paid honoraria based on qualifications. The Fire Chief will be responsible for all aspects of the operation and administration of the fire department in accordance with provincial regulations and legislation and municipal policies. This leadership role will require a strong commitment to public service, outstanding decision-making abilities and excellent communication skills.

**This position involves flexible hours to attend emergency responses, meetings and training.**

**Reporting Relationship:** Reports to the Hilton Union Fire Board  
**Direction Exercised:** Department subordinates & General public  
**Major Equipment:** Emergency vehicles, Firefighting equipment, Rescue equipment

### Responsibilities:

- Responsible for the operation and administration of the municipal fire department in accordance with provincial regulations, legislation, and municipal policies
- Develops, delivers and supervises the department's training programs
- Responsible for maintaining morale and discipline within the department
- Responsible for identifying the department's equipment needs and preparing an annual budget
- Responsible for recruiting department volunteers
- Responsible for securely maintaining all records, files, manuals & department documents
- Responsible for ensuring decisions made by the Fire Board are upheld in relation to the Fire Department

### Qualifications:

- Grade 12 education or equivalent
- Fire Fighter 1 & 2
- Current valid driver license
- WHMIS (preferred)
- Ability to work both independently and as a team member
- Ability to assume responsibilities of the role
- Recognition of hazards of the occupation

**Control:** The position is primarily self-directed with additional policy direction from the Hilton Union Fire Board and administrative assistance from the Clerk/Treasurer for the Township of Hilton.

The above reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent to the position.

**How to apply:** Please submit your resume and cover letter to:

Sara Dinsdale, The Township of Hilton  
2983 Base Line, Hilton Beach, ON P0R 1G0  
Email: [admin@hiltontownship.ca](mailto:admin@hiltontownship.ca)