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JOB OFFER

DIRECTOR OF FIRE AND CIVIL SECURITY SERVICES AND FIRE PREVENTION OFFICER

The Municipality of Potton Township (MRC Memphrémagog, population 2,211) is in rapid growth. Are you looking to join a dynamic team in a stimulating environment at a new fire station? This position is for you! Under the supervision of the Director General, the incumbent plans, directs, and oversees activities related to the protection of life and property within the municipality. The incumbent also serves as the fire prevention officer.

MAIN DUTIES:

- Plan, organize, direct, coordinate, and oversee the activities of the fire and civil protection department, first responders, and the Memphré-Sud water patrol;
- Ensure compliance with provincial laws, particularly the Fire Prevention Act;
- Ensure the enforcement of municipal fire safety regulations and recommend any amendments essential to the protection of lives and property;
- Conduct fire investigations to determine the causes and circumstances of fires;
- Plan risk prevention activities within the municipality, conduct inspections for medium, high, and very high-risk areas, and implement public awareness programs;
- Prepare and monitor the operating budget (fire, first responders, and water patrol), as well as the capital expenditures program;
- Collaborate with various departments to achieve the organization's objectives;
- Maintain the municipal emergency response plan;
- Foster and maintain good relations with municipal authorities, staff, citizens, and neighboring fire departments;
- Supervise, motivate, and support staff in achieving common goals and contribute to the implementation of organizational changes;
- Ensure that the objectives set out in the MRC's Fire Risk Coverage Plan are met.
- Ensure the health and safety of the entire municipal team by actively participating in the OHS committee.

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Requirements:

- Hold a college diploma in fire safety, fire prevention, or any combination of training and experience deemed equivalent. Certification as a fire prevention technician (TPI) is an asset.
- Hold at least a non-urban fire officer certification, as defined by the Regulation on the Conditions for Practicing in a Municipal Fire Department;
- Have a minimum of five (5) years of relevant experience in a fire department; experience supervising staff is a significant asset;
- Hold a valid driver's license, including a valid Class 4A license;
- Demonstrate leadership and teamwork and possess strong interpersonal skills;
- Be proficient in common computer tools and software specific to fire departments.

WORK CONDITIONS AND BENEFITS:

Employment Status and Schedule: Permanent position. Flexible schedule based on operational needs (office hours, evenings, and weekends during interventions/meetings).
Hours: Flexible start date (option to begin part-time at 16 hours/week with a quick transition to full-time at 37.5 hours/week) + Continuous on-call duty (24/7).
Probationary period: 6 months.
Compensation: To be discussed, based on qualifications and experience.
Major benefits (applicable to full-time status):

- Employer contribution to RRSP of up to 6%
- Group insurance covered 70% by the employer
- 7 flexible days off per year

Interested candidates may submit their resume by Friday, October 2:
Municipality of the Township of Potton
Ref.: Fire Department Director Position
dg@potton.ca or
2 Vale Perkins Road, Mansonville, (Quebec) J0E 1X0
Only selected candidates will be contacted.