

Job Vacancy

Position: Fire Chief
Job Posting: 091-106-2025
Department: Fire
Division: Fire Services
Status: Full Time

Wage Range: \$160,731 – \$191,365
Job Class: 11
Shifts: 35 hours/week
Posted: October 28, 2025
Closes: November 12, 2025, 4:30pm

Lead with Vision. Serve with Purpose. Protect with Excellence.

The Corporation of the City of Sault Ste. Marie is seeking a dynamic and progressive Fire Chief to lead our Fire Services Department with integrity, innovation, and a commitment to community well-being.

Reporting to the Deputy Chief Administrative Officer – Community Development & Enterprise Services, you are a key member of the Senior Management Team. The Fire Chief is responsible for providing vision, leadership, and operational oversight to ensure the delivery of high-quality fire protection, prevention, and emergency response services.

Primary Duties and Accountabilities include, but are not limited to:

- **Leadership & Administration:** Direct the overall operation and administration of Fire Services in alignment with municipal goals and community needs.
- **Incident Command:** Provide effective command and control at emergency scenes, ensuring the highest standards of safety and coordination.
- **Budget & Resource Management:** Develop, manage, and monitor operating and capital budgets.
- **Compliance & Legislation:** Interpret and apply relevant legislation, codes, standards, and municipal by-laws.
- **Policy Development:** Establish and maintain operational policies and procedures in alignment with best practices and legal requirements.
- **Health & Safety:** Promote and oversee a culture of safety for staff and the public.
- **Stakeholder Engagement:** Liaise with Council, staff, agencies, and the public to promote fire prevention and public education initiatives.
- **Labour Relations:** Provide effective leadership in a unionized environment, managing employee relations and participating in collective bargaining.
- **Staff Supervision:** Mentor and supervise department personnel, fostering a culture of accountability, training, and continuous improvement.

Qualifications:

- Undergraduate degree in a related discipline (e.g. Public Administration, Business Administration, Emergency Management).
- Completion of the Ontario Fire College Company Officer Diploma Program, or equivalent.
- Additional fire service leadership training (e.g. Executive Leadership, Emergency Planning, Strategic Operations).
- Minimum 10 years of progressive experience in Fire Services at the Officer/Senior Officer level.
- Minimum 3 years of experience in a senior management role.
- Valid Ontario Class G Driver's License.
- Proficient in Microsoft Office (Excel, Word, Outlook) and Fire Service-specific software systems.
- Exceptional communication skills, both written and verbal.
- In-depth knowledge of:
 - Fire Protection and Prevention Act (1997)
 - Incident Command System (ICS)
 - Ambulance Act
 - Applicable provincial legislation and municipal regulations
 - Collective bargaining processes and labour relations in a unionized environment

Preferred Competencies:

- **Visionary Leadership** – Ability to set a clear direction and inspire others to follow.
- **Strategic Focus** – Demonstrated experience in long-term planning and policy implementation.
- **Decision Making & Problem Solving** – Ability to assess situations rapidly and make sound, informed decisions under pressure.
- **Financial & Analytical** - Demonstrated ability to analyze operational and financial data to assess departmental performance, forecast and manage budgets, and develop data-informed strategies that promote fiscal responsibility, operational efficiency, and effective service delivery.
- **Communication** – Strong interpersonal skills to engage stakeholders, staff, and Council effectively.

This is an exciting opportunity to lead a committed team of professionals and contribute to the safety, resilience, and well-being of our community. The City of Sault Ste. Marie is a vibrant municipality that values innovation, accountability, and public service excellence.

To apply, please provide a cover letter and resume highlighting your qualifications to:

Email human.resources@cityssm.on.ca
Subject line 091-106-2025 Fire Chief

❖ *The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.*

❖ *In accordance with the Municipal Freedom of Information & Protection of Privacy Act, all information is collected under the authority of the Municipal Act, 2001, and will only be used during the selection process for the subject posting.*