

Job Posting

Fire Chief/Community Emergency Management Coordinator (CEMC), Full Time - 35 hours per week

The Township of Manitouwadge is located in the heart of the Boreal forest with the Canadian Shield as our backdrop. Located in Northern Ontario, halfway between Sault Ste. Marie and Thunder Bay, the community is a location for year-round outdoor adventure. Our full-service community is seeking a dynamic and experienced individual to assist Council and Administration with achieving its vision to be a trusting, secure, affordable, healthy and spirited community of opportunity. As such, the Township is keen to recruit an experienced and community-minded Fire Chief/Community Emergency Management Coordinator (CEMC) to help achieve this vision.

Our Township offers a highly attractive compensation package including competitive salary, excellent benefits, learning and development opportunities as well as a great work environment.

Under the direction of the Chief Administrative Officer (CAO), the Fire Chief/CEMC is responsible for the management of all aspects of the Fire Department including public education on fire prevention, emergency preparedness, and response, in alignment with the objectives, policies and plans set by the CAO and Council.

Required Qualifications:

- A post-secondary education in Fire Services Management or a related field is required, plus a minimum of ten (10) years' firefighting experience with five (5) years experience in the fire service in a Senior Officer position.
- Willing to enroll, be enrolled in or be a graduate of the Ontario Fire College with courses including NFPA 1001 and 1002, Standard, 1021 Fire Officer I and II, 1041 Fire Service Instructor I and II, 1031 Fire Inspector I and II, 1035 Public Information Officer, 1035 Fire Life Safety Educator and Human Resources Management.
- Community Emergency Management Coordinator certification, or ability to acquire.
- Excellent knowledge of fire services theory, techniques, best practices and principles, including comprehensive knowledge of emergency incident management in the role of Incident Commander.
- Excellent knowledge of related legislation, pertinent to environmental services and property operations such as Technical Standard and Safety Act, OHSA, Fire Protection and Prevention Act, 1997, Occupational Health and Safety Act, Ontario Fire and Building Codes, Emergency Management and Civil Protection Act, etc.
- Excellent knowledge of fire services department processes, procedures, policies, directives, and guidelines.
- Experience in training and supervising firefighters and comprehensive knowledge of modern firefighting and fire prevention methods and equipment.

- Demonstrated experience in emergency planning and preparedness.
- Knowledge of the Emergency Management and Civil Protection Act.
- Ability to coordinate and maintain a municipal Emergency Plan.
- Experience leading Emergency Control Group training and exercises.
- Strong communication skills for public education and inter-agency collaboration.
- Excellent supervisory and interpersonal skills.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Valid Class DZ driver's license and clean driver's abstract.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), database. Proficiency with report writing is an asset.
- Physically able to perform firefighting duties.
- Must provide a vulnerable sector police records check satisfactory to the Employer.
- Willing to attend meetings outside normal work hours, including periodic weekend and evening on-call duties as per the on-call schedule and/or responding to after-hours emergencies as required.

Hours of work: 35 hours per week

Salary: To commensurate with experience

Qualified candidates are invited to submit a resume and cover letter by mail or email to:

Joleen Keough, Clerk/Deputy CAO
Township of Manitouwadge
1 Mississauga Drive, PO Box 910
Manitouwadge, Ontario P0T 2C0

Deadline for applying is
Wednesday, October 15th, 2025 at 4:00 pm
E-mail: clerk@manitouwagde.ca

We thank all applicants who apply for this position, but only candidates selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, .S.O. 2001, c. 25 and will only be used for candidate selection.

The Township of Manitouwadge is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Clerk's Department at clerk@manitouwadge.ca if you need assistance.



Corporation of the Township of Manitouwadge

P.O. Box 910

1 Mississauga Drive

Manitouwadge, ON P0T 2C0

T: (807) 826-3227 | F: (807) 826-4592

manitouwadge.ca