



# **Township of Lucan Biddulph**

## **Job Posting**

### **Director of Emergency Services/Fire Chief**

#### **1yr Contract (Possible 1yr Extension)**

The Township of Lucan Biddulph is seeking an experienced and dedicated **Director of Emergency Services/Fire Chief** to lead and oversee the amalgamation of two separate Fire Area Boards, each with their own fire station, into one unified Fire Department. The Director of Emergency Services/Fire Chief will be responsible for implementing the recommendations contained within the recent Fire Services Master Plan and for the delivery of fire protection, prevention, training, and emergency response services serving our community of approximately 6,000 residents.

This is an exciting leadership opportunity for an individual with strong operational expertise, proven administrative skills, and a passion for building capacity within a volunteer fire service.

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### **Position Summary**

Reporting to the Chief Administrative Officer (CAO), the Director of Emergency Services/Fire Chief is the senior executive officer of the Township's Fire Service, responsible for the administration, operations, training, fire prevention, and emergency response for two volunteer fire stations. The Director/Chief provides leadership and strategic direction to ensure the effective delivery of fire protection, rescue, and emergency services for a community of approximately 6,000 residents. This position requires strong leadership skills, technical fire service knowledge, and the ability to work collaboratively with municipal staff, volunteer firefighters, Council, and community stakeholders.

The Director of Emergency Services/Fire Chief also serves as Incident Commander, when required, and is responsible for maintaining operational readiness across both stations.

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## Key Responsibilities

- Provide recommendations to Council regarding the implementation of the Lucan Biddulph Fire Services Master Plan.
  - Provide recommendations to Council regarding a new Establishing & Regulating By-law outlining levels of service.
  - Provide recommendations to Council regarding staffing levels and equipment complements.
  - Provide strategic leadership and direction for the Municipality's Fire Service.
  - Manage and oversee administration, operations, training, fire prevention, and emergency response.
  - Supervise, mentor, and support volunteer firefighters and station officers.
  - Develop and administer policies, procedures, and operational guidelines in accordance with legislation and best practices.
  - Prepare and manage the Fire Service budget.
  - Oversee training programs to ensure compliance with Ontario standards, including O. Reg. 343/22.
  - Lead fire prevention, inspections, code enforcement, and public education initiatives.
  - Promote and enforce a strong health and safety culture within the Fire Service.
  - Represent the Fire Service in the community and build strong partnerships with neighbouring municipalities and agencies.
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## Qualifications

### Education & Certification

- NFPA 1021 Fire Officer II (minimum) or equivalent combination of training and experience.
- NFPA 1001 Firefighter II certification.
- NFPA 1041 Fire Instructor I (minimum).
- Certified Fire Prevention Officer (preferred).
- Valid DZ driver's licence (or ability to obtain within a reasonable timeframe).
- Certification or training in the Incident Management System (IMS).
- Post-secondary education in Fire Service Leadership, Public Administration, or a related field (preferred).

## Experience

- Minimum 10 years of progressive fire service experience, including leadership roles.
- Demonstrated experience working with volunteer firefighters.
- Proven ability to manage budgets, policy development, and administrative functions.

## Skills & Competencies

- Strong leadership, team building, and motivational skills.
  - Excellent communication and interpersonal abilities.
  - Sound judgment and decision-making skills under pressure.
  - Knowledge of relevant legislation: FPPA, Ontario Fire Code, Ontario Building Code, OHSA, WHMIS, and related standards.
  - Ability to balance administrative responsibilities with hands-on operational leadership.
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## Working Conditions

- Combination of office, training, and emergency response environments.
  - Required to respond to emergencies, including evenings, weekends, and holidays.
  - On-call availability is mandatory.
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## Compensation

The Municipality offers a competitive compensation package commensurate with qualifications and experience. Current salary range for this position is \$101,137.40 to \$118,300.00 per year based on a 35-hour work week.

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## How to Apply

Qualified candidates are invited to submit a cover letter and detailed resume in confidence by **4:30 p.m. Monday October 6<sup>th</sup>, 2025** to:

**Ronald J. Reymer** AMCT Chief Administrative Officer/Clerk  
Township of Lucan Biddulph  
270 Main Street, P.O. Box 190,  
Lucan, ON N0M 2J0  
Phone (519) 227-4491  
Fax (519) 227-4998  
Email – [rreymer@lucanbiddulph.on.ca](mailto:rreymer@lucanbiddulph.on.ca)

We request all resumes be sent via email, fax or in person only.

The Township of Lucan Biddulph is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Township of Lucan Biddulph will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment process, please inform the municipality's staff of the nature of any accommodation(s) that you may require. All applicant information collected is in accordance with the Freedom of Information and Privacy legislation and under the authority of the Municipal Act, and used strictly for candidate selection.

We thank all applicants who apply, but only those candidates selected for an interview will be contacted.