



The Municipality of
SOUTH DUNDAS



Municipality of South Dundas – Employment Opportunity

Director of Fire and Emergency Services (Part-Time – 1 Year Contract)

The Municipality of South Dundas is seeking a part-time Director of Fire and Emergency Services (Fire Chief) to lead the administration of our fire service. This one-year contract is a flexible role well-suited to an experienced fire service leader who wants to bring strong management skills and experience to a smaller, focused mandate for approximately 8 to 16 hours per week (\$61.15/hr.).

South Dundas Fire Services operates three fire stations with a volunteer force of approximately 60 firefighters. This position is responsible for overseeing the overall administration of the fire service including budget, policy, operational procedures, fire prevention and public education.

Key Responsibilities

- Act as the Fire Chief and principal advisor to Council on matters related to the department.
- Build and maintain a positive, collaborative working relationship with a team of Station Chiefs, Senior Fire Officers, and Volunteer firefighters across all three stations.
- Oversee administration, policy development, and operational procedures for the department.
- Work closely with the Fire Prevention Officer to apply and enforce the *Fire Protection and Prevention Act* and *Ontario Fire Code*.
- Support recruitment, training and performance management.
- Prepare reports and recommendations for Council
- Provide guidance and support in the administration of the department's budget, tenders, and purchases within Municipal policy.
- Liaise with residents, stakeholders, Regional Chiefs and provincial/federal partners on fire service matters.
- Work with the CAO to assess the department's administrative needs and shape the future direction of the fire service in South Dundas.

What We're Looking For

- Proven management experience, ideally within a fire service or similarly structured organization.
- A demonstrated ability to lead a volunteer team as someone who builds morale, trust, and buy-in across multiple stations to meet the goals of the organization.

- Graduate of a post-secondary Fire Services program.
- Ontario Fire College Company Officer certification.
- Ontario Fire College Fire Prevention Officer certification.

Working Conditions

This role is primarily administrative but may occasionally require flexibility for evening meetings, major emergencies, or department needs. Hours and days are negotiable to fit the right candidate.

Reporting to the Chief Administrative Officer, the Fire Chief works closely with municipal staff, Council, and the volunteer firefighting team to ensure a well-run, responsive fire service for the community.

APPLICATION DEADLINE:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until **September 28, 2026, at 2:00 pm.** Please send resume to hr@southdundas.com or by mail to *34 Ottawa Street P.O. Box 740, Morrisburg, ON K0C 1X0*. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act*, RSO 2001, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.