



Advertisement Content

Director of Fire Services – West Hants Regional Municipality

West Hants Regional Municipality is seeking an accomplished fire services professional and people-focused leader to serve as its next **Director of Fire Services**.

West Hants Regional Municipality

West Hants Regional Municipality (WHRM) is a dynamic and growing community in Hants County, Nova Scotia, formed through the amalgamation of the former Town of Windsor and the Municipality of the District of West Hants in 2020. Strategically situated along the Avon and St. Croix Rivers, the region offers a compelling blend of small-town charm and regional connectivity, with easy access to Halifax and the broader Atlantic Canadian economy. Home to a population of just over 19,500, WHRM combines the close-knit feel of its key communities, including Windsor and Hantsport, with the space and character of its surrounding rural landscapes.

West Hants Regional Municipality is a mix of 52 rural and urban communities. It is the first region to welcome you as you arrive in the Annapolis Valley from Halifax. With more than 1,250 square kms, there is something in every nook and cranny to inspire you to explore more and linger longer. West Hants borders on Kings County to the northwest and Halifax County to the south.

The Role

Under the direction of the Chief Administrative Officer, the **Director of Fire Services** is responsible for the oversight of all fire services that support the Municipality and would collaborate with and support protective services such as Ground Search and Rescue (GSAR), and RCMP. The Director of Fire Services will establish and sustain strategic leadership within the fire departments across the organization, and external stakeholders. This position is responsible for providing support with on-going alignment activities and long-range planning relative to fire services, including regional policy development, budgeting assistance, training coordination and facilitation, and insurance related activities. The Director will also communicate with Council regularly, acting as the central liaison between the fire departments and elected officials.

The Director of Fire Services will provide strong governance leadership across the Municipality's fire services, establishing a Fire Services Advisory Committee with a clear Terms of Reference to provide strategic advisory to Council. This role will strengthen accountability, consistency, and collaboration across the four fire departments and 6 fire stations within the municipality, providing oversight and strategic leadership across the function. With the introduction of new provincial fire services legislation, the Director will ensure compliance with evolving standards, particularly in training, certification, and operational readiness. The Director will also bring structure to long-term planning and procurement for apparatus and equipment, supporting informed decision-making and consistent service delivery across all communities.

The Director of Fire Services will lead the development and implementation of consistent operating procedures across all municipal fire departments. This includes establishing standardized operational guidelines, training expectations, procurement practices, and safety practices to ensure consistency, interoperability, and a common

level of service throughout the municipality. The Director will work collaboratively with fire officers and stakeholders to harmonize practices while recognizing local service needs, with the objective of improving coordinated response efforts, enhancing firefighter and public safety, and supporting effective governance and accountability.

This position will provide advisory services and support to protective services within the West Hants Regional Municipality and oversee all emergency preparation in coordination with our Regional Emergency Management Organization (REMO) and with the support of the Emergency Management Coordinator.

As the ideal candidate, you possess the following:

- Minimum eight (8) to ten (10) years' experience within a Fire Service, with five (5) years of experience as a Deputy Chief or a Senior Officer and demonstrated progressive experience in a managerial/supervisory capacity. Experience in a municipal environment is preferred.
- Experience working in fire department administration and governance
- Solid understanding of volunteer fire service operations and best practices, and a proven track record leading and managing a diverse portfolio of responsibilities and staff oversight
- Experience relevant to emergency measures planning and operations
- Knowledge of federal, provincial, and municipal firefighting standards and regulations
- Strong knowledge of emergency management principles, practices, and methodologies
- Ability to work under pressure and make critical decisions during emergencies
- Basic proficiency and experience with Microsoft Word, Excel, Outlook and Powerpoint
- Excellent interpersonal and writing skills with the ability to communicate courteously and effectively, both orally and in writing, with all levels of staff, elected officials, contractors and the general public
- Exceptional organization and time management skills, judgement, and discretion
- Ability to work in team environments
- Proven ability to build effective internal and external working relationships and communicate with diverse stakeholders
- Ability to lead during high pressure/stress environments
- Proficiency in computer applications and software

Additionally, as the ideal candidate you possess the following training and credentials:

- Possess a current NFPA 1001 – Level 1 Professional Firefighting Designation
- Certification or ability to obtain, within reasonable time:
 - NFPA 1041 – Level 1 Fire Service Instructor Designation
 - NFPA 1035 – Level 1 Fire & Life Safety Educator
 - NFPA 1021 – Level 2 Fire Officer
- Incident Command System (ICS) training is considered an asset, specifically:
 - Basic emergency management
 - Emergency operations centre management
 - ICS 100, 200, and 300
- Experience using TMR, VHF, and HAM radios would be an asset.

- Certificate in Fire Service Leadership or equivalent an asset

This position requires the incumbent to attend meetings outside of regular operating hours from time to time, as well as respond to emergency situations as required.

If you are interested in this opportunity, contact Mark Gillis, Partner, at mgillis@kbrs.ca or Beth McLennan, Consultant, at bmclennan@kbrs.ca or submit your application online at: <https://www.kbrs.ca/Career/dir.fireservice>

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. West Hants Regional Municipality strives to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

As part of the recruitment process, KBRS will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Should you require an accommodation to participate fully in the recruitment process, please inform KBRS at accommodate@kbrs.ca.