



JOIN OUR TEAM

Fire Services and Safety Coordinator



If you're embarking on a new career or looking for a change of scenery, the Municipality of Chester is waiting for you!

The perfect blend of work and casual living, the Municipality is an easy 40-minute commute to downtown Halifax - leisure with business, rural with convenience. Enjoy the feel of close-knit, safe, community living within proximity to major centers, healthcare, schools, green spaces, childcare, and amenities such as shops, restaurants, trails, cultural venues, community centres, and much more.

What we are looking for

The Municipality of the District of Chester (MODC) is seeking a Fire Services and Safety Coordinator to join our team.

Duties and responsibilities

The Fire Services and Safety Coordinator is responsible for the coordination of the Municipality's functions concerning fire services within the Municipality. The position builds and manages effective relationships with staff and key partners including fire service providers, local provincial and federal governments, fire services associations, community groups and the public to ensure effective fire services within the Municipality. The position will also assist in the development of recommendations related to fire service delivery standards, funding formulas, infrastructure and capital planning, policy structure, and a long-range business plan for fire services within the Municipality.

This position is also responsible for leading and coordinating the Municipality's Health and Safety Program in compliance with the NS Occupational Health and Safety Act.

This position is also responsible for the role of Assistant Emergency Coordinator (AEC) for Municipality of the District of Chester and participating as required in the Emergency Coordination Center during activations.

Fine print

A complete job description is available online at www.chester.ca or by contacting Human Resources (contact information below).

This competition will remain open until successfully filled.

Please send your resume along with three professional references and contact information, in confidence, using one of the following options:

- email: employment@chester.ca
- fax: 902-275-4771
- mail:
Ashley Chase, Human Resources Generalist
151 King Street
PO Box 369
Chester, NS B0J 1J0

While we thank you for your interest, only those candidates selected for interview will be contacted.

Our commitment to fair treatment

The Municipality of Chester is committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of age, race, colour, religion, creed, ethnicity, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, gender identity, gender expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

The Municipality of Chester is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact employment@chester.ca.

MUNICIPALITY OF THE DISTRICT OF CHESTER

POSITION DESCRIPTION



Position Title: Fire Services and Safety Coordinator
Salary Band: Level 5
Department: Corporate & Strategic Management Department
Reports to: Deputy CAO / Director, Corporate & Strategic Management
Status: Permanent Fulltime
Location: Municipal Administration Buildings (151 King Street Chester, 186 Central Street, 643 Highway 12, and 450 Kaizer Meadow Road), subject to Change
Hours: Normally 8:30 a.m. to 4:30 p.m. with other hours for meetings outside of normal office hours, subject to change.
Date: March 2026

SCOPE

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OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program, as well as Occupational Health and Safety Legislation and associated Regulations as required by associated regulatory bodies.

2. The Municipality of the District of Chester complies with the Employment Legislation of Nova Scotia and all employees are expected to act in accordance with the appropriate Legislation.

QUALIFICATIONS

Education

1. Post secondary degree, diploma or certificate in business administration, fire service administration or a similar educational program, or a combination of these educational requirements and experience that meet requirements.
2. General knowledge of the fire services, including fire apparatus types and functions, typical fire department call types and associated services performed, fire service standards and their impact on the volunteer service (ULC, NFPA, etc.), volunteer fire service logistics and operations (dispatch, communications, etc.) Level I or II Fire Fighter's Pro Board certification or equivalent would be considered an asset.
3. A background in occupational health and safety, whether through formal education, training, or hands-on experience, is important for this role. While a degree or diploma in OHS is an asset, candidates with proven experience developing, implementing, or leading health and safety programs will be strongly considered. Demonstrated ability to interpret and apply relevant legislation and regulations is essential, and willingness to continually expand OHS knowledge is expected.

Experience

1. At least five (5) years of direct experience within the fire services sector of a public organization, with demonstrated knowledge of municipal fire operations and administration.
2. A minimum of five (5) years' direct experience developing, implementing, or overseeing health and safety programs in accordance with the NS Safety Act and Regulations, preferably within a public sector or fire services environment.

Knowledge & Learning Ability

1. Knowledge of National Fire Prevention Association and other fire services standards, in reference to the services provided by volunteer fire departments within the Municipality. Knowledge of and the ability to interpret and apply federal, provincial and municipal policy and legislation pertaining to the fire services (the Fire Safety Act, Rural Fire District Act, and applicable sections of the MGA) and health and safety (Occupational Health and Safety Act and Regulations).
2. Ability to work collaboratively with fire services officials, regional fire service organizations, elected officials, management and staff while maintaining confidentiality and impartiality.

Job Description (continued)

3. Demonstrated ability to manage complex projects, set priorities, and meet deadlines in a dynamic environment.
4. Competency in preparing reports, briefings, and council presentations with a high degree of clarity and professionalism.
5. Excellent interpersonal and communication skills, with the ability to work collaboratively with internal and external partners.
6. Willingness and ability to learn new systems, processes, and regulatory frameworks as they evolve.

Technical and Physical Skills

1. Valid Nova Scotia driver's license and access to a reliable vehicle for work-related travel. Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and capable of using collaborative platforms (e.g., Teams, SharePoint, Safety Evolution, Web EOC).
2. Must be able to remain calm and focused during emergency activations and high-pressure situations.
3. Comfortable using digital and radio communication tools for remote coordination during fire service and emergency events.
4. Ability to work outside of normal office hours including evenings and weekends and must be available to respond to emergency situations when required.

SUMMARY OF FUNCTION

Principle Duties and Responsibilities:

The following is a general outline of the duties and responsibilities involved in this position. It is not intended to be an exhaustive list or to limit opportunities for the employee to develop capabilities beyond this current scope. It is also not intended to limit the employer's right to assign other duties.

Fire Services (60%)

1. Lead in the development of an appropriate municipal fire services budget and control expenses within the approved resources. When requested, assists fire departments with operating and capital budget preparations.
2. Create and maintain fire and emergency services statistics and records e.g. call reports, membership rosters and information, service levels, etc.
3. Communicate effectively with fire departments, local businesses and residents relative to fire services within the Municipality through development and maintenance of a

Job Description (continued)

communications program using the fire services website, newsletters, forums, outreach, special events etc.

4. Assist the fire services with preparation (rate payers lists etc.) and advertising of Annual Rate Payers meetings and announcement of fire tax rates.
5. Review, manage and update the annual registration of municipal fire services providers, identify any deficiencies or areas of risk and make appropriate recommendations to Council.
6. Maintain fire department group insurance and Workers Compensation (Firefighters) policies, addendums and assists as required in claims.
7. Assist the fire services in the development of capital investment plans and procurement of apparatus and equipment e.g. tenders, group purchasing and associated service contracts.
8. Administer the Municipal Fire Services Long Service Recognition Policy and assist in the development of other programs for recruitment and retention within the fire services.
9. Coordinate programs and events with fire departments including delivery of educational sessions on the fire services e.g. fire prevention. etc.
10. Assist with the coordination of municipal legal services as may be required e.g. corporate status, by-laws, fire service area boundary amendments etc.
11. Provide administrative support to the fire chiefs and assist in the development and preparation of reports and recommendations on fire services to the Fire Advisory Committee.
12. Provide administrative support to the Fire Advisory Committee meetings and assist in the development and preparation of reports and recommendations on fire services to Council.
13. Research legislation, minimum/core standards and best practices and assists in the development of such for the volunteer fire service.
14. Participate in the development of minimum/core standards for firefighter training and assist in the development and implementation of a fire services training plan. Coordinate special municipal sponsored mutual aid rating programs and events in consultation with the fire services.
15. Assist with and monitor testing and certification programs for members and equipment e.g. fit testing, SCBA flow testing, pump testing.
16. Liaise regularly with the Fire Services Association of Nova Scotia, Canadian Volunteer Fire Services Association, Office of the Fire Marshal's etc.
17. Assist the fire departments and governing bodies in the development of relevant policies and bylaws, general operating guidelines, and aid agreements.

Health and Safety (35%)

Job Description (continued)

1. Lead the development, implementation and evaluation of occupational health and safety policies and programs designed to improve workplace health and safety or to meet health and safety objectives.
2. Serve as the appointed a Co-chair for the Joint Occupational Health and Safety Committee and coordinates JOHSC workplans.
3. Develop, coordinate, monitor and update all components of the health & safety policy, program and initiatives.
4. Develop annual Health and Safety Workplan. Assist in the development of an appropriate health and safety budget and control expenses within the approved resources.
5. Assist supervisors and directors in their development of comprehensive Hazard Assessment and Safe Work Practices, Controls and Management systems and reviews on an annual basis.
6. Participate in inspections, inquiries, investigations, workplace monitoring and audits concerning health and safety and follow up with action plans when needed.
7. Organize and conduct OHS training programs as outlined in health and safety workplans and act as a resource to all staff on health and safety issues.
8. Complete internal and external audits of the OHS program.
9. Develop and maintain corporate health and safety statistical information and present updates to Council.
10. Deal with matters of compliance to the Act and regulations and accompany a Department of Labor Officer during any workplace inspections or investigations.
11. Complete other duties as assigned by the Deputy CAO from time to time.

AEC for Chester Municipality (5%)

Note: This role is supervised indirectly by the Regional Emergency Management Organization Manager. During activation of an Emergency Coordination Centre the AEC position reports to the (ECC) Manager or Position Supervisor.

The primary role of the AEC is to provide support to the Community Readiness Coordinator (CRC) and the REMO Manager as required but with a focus on incident response. Participate in a rotational on-call schedule with five municipal units and the REMO Manager, proactively monitoring phones and emails for potential emergency events. If an event occurs while on duty, promptly assess the situation, coordinate notifications and information sharing, determine required awareness levels, and initiate appropriate response actions in accordance with established emergency management protocols. This on-call responsibility includes an honorarium in addition to base salary.

Contacts:

Council, Chief Administrative Officer and Deputy and Municipal Clerk

Senior Management

Municipal Solicitor

Staff at all Municipal sites

Regulatory agencies (Workers Compensation Board, NS Department of Labour, NS Department of Environment, NS Department of Emergency Management).

Volunteer Fire Commissions and Departments

Provincial and Federal Fire Services Associations

Members of public