



# PAUL FIRST NATION

PO Box 89, Duffield, AB. T0E 0N0

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## EMPLOYMENT OPPORTUNITY- FIRE CHIEF

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**\*Closed Competition\***

The Paul First Nation (PFN) is located 67 kilometers west of the City of Edmonton, Alberta. The PFN manages and administers its program operations and administration within a First Nation Governing structure. With an employment base of over 100 employees, we are continuously improving our requirement for an efficient and reliable Human Resource Management structure that will complement the value and profession of our employees. Our objective is to ensure that there is a comprehensive consistency within our departments to applicable employment laws and regulations. We are currently seeking a self-motivated, experienced individual to fulfill the full-time position of a Human Resource Officer for our Nation, this position will contribute to the on-going development of an effective administrative management structure for the PFN.

### JOB OVERVIEW

The Paul First Nation is seeking and full time/permanent Fire Chief. He/she is responsible for directing the activities of the Fire Department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment /fire truck are in good working order.

### PRIMARY DUTIES AND RESPONSIBILITIES

- The candidate must be willing to respond to evening and weekend fire situations and other emergencies that may arise.
- Comply with all safe work practices and policies to ensure all work is done as safely as possible; Operate various types of fire-fighting equipment
- Complete minor maintenance and checks on fire trucks and specialty equipment as required.
- Facilitates and implements structural grass and forest fire fighting training for the Nation.
- Provides on-site on reserve building and fire safety inspections as requested and required.
- Organizes training for volunteer fire fighting brigades for the Nation.
- Provides fire prevention and control programs for the Nation.
- Assists in implementing Alberta Public Safety Services Disaster Emergency Response Planning.
- Implements Labor Canada Workplace Hazardous Material Information Systems (WHIMS) for the Nation when requested.
- Implements the Occupational Safety requirements when requested.
- Reports orally and submits written reports to the Capital Projects Director and the Executive Director.
- Liaisons with other applicable agencies and services to benefit the nation.
- Provides fire safety information and education to the community when requested.
- Works with regional, provincial and county partners to enhance the fire and safety practices on behalf of the Nation.

### EMPLOYMENT REQUIREMENTS & QUALIFICATIONS

- Class 3 driver's license with airbrakes will be an asset
- Driver's abstract
- Previous experience will be an asset
- First Aid, WHIMIS, and TDG tickets required.
- High school education
- Willing to take NFPA courses to become certified
- Must be familiar with Paul First Nation culture and traditions
- Must have strong and effective communication skills and must be drug and alcohol free

Application Deadline: 4:00 P.M., Friday, March 25, 2022

Applicants will be screened based on qualifications; only qualified applicants will be interviewed.

Please submit your resume and cover letter to HR@paulfirstnation, attention to:  
Deanne Rain, PFN Human Resource Officer, P.O. Box 89, Duffield, Alberta T0E 0N0.