



## Town of Atikokan



# Town of Atikokan

## **Job Posting: Fire Chief / Chief Building Official / Community Emergency Management Coordinator / Manager of By-Law Enforcement**

**Department:** Fire / Building / By-Law

**Classification:** Non-Union, Full-Time

**Salary Range:** \$101,046.72 – \$115,733.62 (based on qualifications and experience)

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### **Community Overview**

The Town of Atikokan is a northwestern Ontario community of approximately 2,600 residents located along Highway 11 between Thunder Bay and Fort Frances. Known as the “Canoeing Capital of Canada” and the gateway to Quetico Provincial Park, Atikokan offers a high quality of life with strong community spirit, modern recreation facilities, and year-round outdoor opportunities.

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### **The Opportunity**

The Town of Atikokan is seeking an experienced and motivated leader to serve as Fire Chief / Chief Building Official (CBO) / Community Emergency Management Coordinator (CEMC) / Manager of By-Law Enforcement.

Reporting to the Chief Administrative Officer, you will lead the Atikokan Fire Department and oversee fire protection, building services, emergency management, and by-law enforcement, while providing professional advice to Council.

This role is responsible for departmental leadership, including operations, training, budgeting, recruitment, and regulatory compliance, in accordance with the Fire Protection and Prevention Act, Ontario Fire Code, and applicable legislation.

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### **Key Responsibilities**

#### **Fire Services**

- Lead and manage all aspects of the Fire Department, including suppression, prevention, inspections, training, and public education
- Oversee firefighter recruitment, training, and performance
- Maintain compliance with provincial standards and reporting requirements
- Support Community Risk Assessment and service planning

#### **Building Services**

- Act as Chief Building Official under the Ontario Building Code Act
- Review permits, conduct inspections, and enforce compliance

### **Emergency Management**

- Serve as CEMC and maintain the municipal Emergency Plan
- Coordinate training, exercises, and emergency response

### **By-Law Enforcement**

- Oversee municipal by-law enforcement and staff
- Enforce by-laws, including issuing fines/tickets
- Support compliance and complete required provincial reporting

### **Partnerships**

- Liaise with the Office of the Fire Marshal, Ministry of Emergency Management and Emergency Preparedness, and regional partners

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### **Qualifications**

- Experience in fire service leadership (municipal or similar environment)
- Certification or eligibility as Chief Building Official and CEMC
- Knowledge of applicable legislation (Fire Code, Building Code, etc.)
- Incident Command System (ICS) training
- Ability to be appointed as a Provincial Offences Officer
- Strong leadership, communication, and public relations skills
- Proficiency with computer systems and reporting tools
- Ability to work outside regular business hours

Applicants who may not meet every qualification are still encouraged to apply.

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### **What We Offer**

- Competitive salary and municipal benefits package
- OMERS pension participation
- Professional development opportunities
- The opportunity to lead a dedicated 26-member fire department and contribute to the safety and resilience of the community

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### **Application Process**

Qualified candidates are invited to submit a cover letter and resume in confidence by April 27 at 3:00p.m. to:

Jason Young, CAO

Town of Atikokan

120 Marks Street, Box 1330

Atikokan, ON P0T 1C0

Email: [jobs@atikokan.ca](mailto:jobs@atikokan.ca)

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We thank all applicants for their interest. Only those selected for interviews will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection.

Accommodations for persons with disabilities are available for all parts of the recruitment and selection process. Applicants are asked to make their required accommodations known in advance.

The Town of Atikokan does not use artificial intelligence or automated decision-making tools to screen or assess job applications.