

Fire Chief / Manager of Fire and Emergency Services

Job Posting

The Township of Havelock-Belmont-Methuen is seeking an exceptional leader to serve as its next Fire Chief/Manager of Fire and Emergency Services. Reporting to the Chief Administrative Officer (CAO), this is an opportunity for a progressive leader to guide emergency services in a rural municipality known for its strong community spirit, natural beauty and commitment to public safety.

Located in Peterborough County, Havelock-Belmont-Methuen offers the appeal of small-town leadership with the ability to make meaningful difference. The Township is centrally located between Toronto and Ottawa on Highway 7 and is recognized as a welcoming rural community with abundant lakes, rivers and year-round recreational opportunities. The municipality serves a permanent population of 5,083 residents and a seasonal population of 6,200.

Havelock-Belmont-Methuen Fire and Emergency Services operates from two stations, provides fire suppression, fire prevention, training, medical response, 911 program oversight, and emergency management coordination, and responded to over 1,100 incidents between 2023 - 2025. The department works closely with allied agencies and neighbouring municipalities through mutual aid, auto aid, and fire protection agreements, making this a broad and strategic municipal leadership role.

As Fire Chief/Manager of Fire and Emergency Services you will:

- Provide strategic and operational leadership for the Township's fire and emergency services programs.
- Oversee fire suppression, prevention, training, emergency response readiness, and administrative compliance.
- Act as the Township's Community Emergency Management Coordinator and lead emergency preparedness, risk management, response, and recovery planning.
- Support, develop, and inspire department personnel through strong leadership, performance management, training oversight, and recruitment support.
- Advise Council and senior leadership on service delivery, legislative requirements, risk, and departmental priorities.
- Lead budgeting, long-range planning, and resource allocation for personnel, vehicles, equipment, and service enhancements.
- Strengthen relationships with residents, partner agencies, and neighbouring municipalities through collaboration, public education, and service excellence.

Why Join Havelock-Belmont-Methuen?

- **Meaningful leadership scope:** Lead a dynamic municipal portfolio spanning fire services, emergency management, medical response, 911 oversight, training prevention, and interagency coordination.
- **Community impact:** Serve a close-knit municipality where public service leadership is visible, valued, and connected to community well-being.
- **Operational variety:** Work across emergency response, public education, compliance, planning, budgeting, and cross-jurisdictional partnerships.
- **Rural lifestyle with regional access:** Enjoy a community located between major urban centres while benefiting from a high quality of life, natural amenities, and four-season recreation.
- **Professional challenge:** Help shape service delivery, readiness, and long-term resilience in a municipality that depends on strong emergency leadership.
- **Benefits:** You want to work for an organization that offers paid time off, OMERS pension enrollment, access to an employee and family assistance program, and a benefits package that includes health, dental and life insurance.

The ideal candidate will bring:

- Post-secondary education in Fire Services, Public Administration, or a related discipline.
- NFPA 1021 Fire Officer I, II and III (minimum), NFPA 1031 Fire Inspector, NFPA 1041 Fire Instructor certification, and NFPA 1521 Incident Safety Officer certification.
- Minimum five (5) years of progressive fire service leadership experience, with experience at Fire Captain or above.
- Knowledge of applicable legislation, regulatory requirements, emergency management practices, and public-sector governance.
- Demonstrated strength in leadership, communication, relationship management, public engagement, and operational decision-making.
- Experience with budgeting, program planning, policy implementation, and departmental administration.
- IMS 100, 200 and 300, or the ability to obtain, and a valid Ontario DZ driver's licence.

This is an outstanding opportunity to lead a respected municipal service, shape emergency preparedness and response in a growing rural community.

Application details:

- **Application Deadline:** Friday, September 25, 2026

- **Position Status:** Full-time, Permanent
- **Estimated Start Date:** Monday, November 16, 2026
- **Openings:** 1 vacancy
- **Salary Rate:** \$112,237 – \$130,125 annually (effective January 1, 2026)
- **Hours per Week:** 40 hours per week. On call and work outside normal business hours are a requirement of this position.
- **Position Location:** Havelock, Ontario.
- **Position Group:** Management

The selection process is expected to take place in October.

Applications can be submitted by emailing your cover letter and resume to hbmrecruitment@ptbocounty.ca no later than Friday, September 25, 2026.

Havelock-Belmont-Methuen embraces diversity and is an equal-opportunity employer. Accommodations are available for applicants with disabilities during the recruitment process. Join us in building a diverse and inclusive workplace!

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of job selection.

If you require this information in an accessible format or would like a copy of the full job description, please contact the People Services Department at hbmrecruitment@ptbocounty.ca. Candidates invited to participate in the selection process will be provided a full copy of the job description.