



Fire Administrator – Fulltime Opportunity FIRE DEPARTMENT

The Township of Cramahe is located in the heart of Northumberland County, just over an hour's drive east of Toronto on the north shore of Lake Ontario.

Reporting to the Fire Chief, or designate, the Municipality is seeking applications for the Fire Administrator position within our Fire Department. The position will be scheduled for a minimum of 35 hours per week. (Salary rate is Grade M, Step 1 \$57,681 annually), complemented by a generous benefits package and enrollment in the OMERS pension plan.

Responsibilities include, but are not limited to:

- Serving as the initial contact for visitors to the Cramahe Fire Department, directing them to the appropriate person or personally providing them with the information/assistance they are seeking, either through research or readily available information
- Perform a supporting role in the management and updating of information on the fire department's software (FirePro, Fluent IMS, SharePoint, etc.)
- Working with Legislative Services to process FOI, and other related requests, including incident and exposure reports.
- Assists in the development, updating, and distribution of the fire department's Standard Operational Guidelines, Procedures, and Policies.
- Act as the Alternate Community Emergency Management Coordinator (ALT CEMC)
- Assist the CEMC in the development, implementation, maintenance and review of the Townships Emergency Management Program
- Assist with and submit approved annual compliance documents to Emergency Management Ontario and liaise with OFMEM Community Field Officer to ensure that the program maintains the legislated standards
- Assisting with matters related to fire prevention, including but not limited to addressing fire safety complaints, file searches, inspections, property contact updates, review of internal fire safety plans as requested, etc.
- Organizes approved fire and life safety related events for the public and other organizations including interactive fire prevention presentations to schools, and other groups and for other approved special events.
- Ensure material is available and onsite in conformance with applicable legislation and to promote Health & Safety awareness

Qualifications include:

- Diploma or certificate in an Administrative, Fire or Emergency Management related field or equivalent work experience
- Completion of NFPA 1001 Firefighter Level I and II as recognized by the Ontario Fire Marshal.
- Completion of, or working towards NPFA 1031 Fire Inspector Level I.
- Successful completion of the Municipal Administration Program is preferred
- Successful completion of CEMC and BEM is preferred
- Successful completion of Public Information Officer and Fire and Life Safety Educator, as recognized by the Ontario Fire Marshal is preferred

- Knowledge of FFPA, NFPA, and other recognized industry standards
- Proficient and knowledgeable in social media programming, and etiquette
- Ability to interact with all levels both inside and outside the organization
- Ability to act with patience, diplomacy, discretion and confidentiality

For further information concerning this employment opportunity and a full detailed job description, please visit the Township's website at www.cramahe.ca.

Interested candidates are invited to submit a covering letter and detailed resume clearly marked "**Fire Department Administrator**" prior to **5:00pm, March 13, 2026** to the attention of:

Sara Castellano, Human Resources & Payroll Coordinator
The Township of Cramahe
1 Toronto Street P.O. Box 357
Colborne, Ontario K0K 1S0
Or email: hr@cramahe.ca

The Township of Cramahe is committed to providing accommodations for persons with disabilities. Please let us know if you require accommodation. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Personal information and any supporting material is obtained and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection.