



JOB POSTING

Position: Director of Protective Services

Summary of Responsibilities:

Reporting to the Chief Administrative Officer (CAO) and a member of the Municipal Management Team, the Director of Protective Services is responsible to organize, maintain, administer and direct Tantramar's Department of Protective Services including Fire Services Delivery, By-law Enforcement Services, Animal Control Services and Emergency Management Operations, to ensure the safety and well-being of its residents and visitors to the municipality. Together with the Chief Administrative Officer, the Director of Protective Services liaises with RCMP Policing Services to ensure a close working relationship founded on effective communication and cooperation.

Required Knowledge, Skills and Abilities:

- Successful completion of a relevant diploma or degree from a recognized post-secondary institution supplemented by related experience in Fire service delivery, emergency management operations and/or by-law enforcement.
- Must hold at least a Level 1 fire certification.
- Minimum of 10–15 years of progressively responsible experience in fire and emergency services.
- Must possess a minimum of 5 years of experience at a leadership level, with experience change management and in the areas of emergency management, fire service delivery, public safety or a related field.
- Must possess proven leadership skills in the management and direction of personnel, including the ability to make sound decisions.
- Ability to maintain discipline and respect in order to lead effectively.
- Ability to establish and maintain interpersonal relationships that promote communication and teamwork.

Applicants will be required to take an appropriate test to demonstrate their proficiency of the required qualifications and skills necessary to perform the required job duties.

Job Description: Attached

Hours of work: Monday to Friday, 8:30 a.m. to 4:30 p.m. Evening and weekends as required.

Wage rate: Director Level of the [Municipality of Tantramar's Salary Scale for Management](#)

Deadline for applications:

This position will remain open until filled.

Interested candidates are invited to submit a resume and cover letter to the attention of:

Jennifer Borne, Chief Administrative Officer

careers@TantramarNB.com

RE: Director of Protective Services

We thank all applicants for their interest but only those candidates selected to proceed will be contacted.

Dated: January 19, 2026

VISION

Uniquely connected: Live here, learn here, grow here.

MISSION

Fostering a connected, creative community that thrives in harmony with nature, innovation and inclusivity.

VALUES

Creativity, Sustainability, Leadership, Integrity, and Safety.



Director of Protective Services

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Department:

Protective Services

Job Title:

Director of Protective Services

Reports to:

Chief Administrative Officer

Effective Date:

January 19, 2026



Position Description

DIRECTOR OF PROTECTIVE SERVICES

1. IDENTIFICATION

1.1	Organization:	Tantramar
1.2	Department:	Protective Services
1.3	Job Title:	Director of Protective Services
1.4	Immediate Supervisor:	Chief Administrative Officer (CAO)
1.5	Date of Last Revision:	January 19, 2026

2. GOALS OF THE POSITION :

Organize, maintain, administer and direct Tantramar's Department of Protective Services including Fire Services Delivery, By-law Enforcement Services, Animal Control Services and Emergency Management Operations, to ensure the safety and well-being of its residents and visitors to the municipality. Together with the Chief Administrative Officer, the Director of Protective Services liaises with RCMP Policing Services to ensure a close working relationship founded on effective communication and cooperation.

3. TASKS AND RESPONSIBILITIES :

3.1 Summary of Responsibilities

Under the authority granted by applicable laws and legislation, the Director of Protective Services administers and supervises effective fire prevention and fire suppression operations designed to protect the residents and property from fire loss and damage. The Director of Protective Services makes administrative and technical recommendations and decisions affecting the operations of the Municipality's Tantramar Fire Service, the application of all municipal by-laws and the management and coordination of the Emergency Response Plan. The Director of Protective Services is responsible for budgeting and all other related administrative matters of the Department as well as the development and improvement of the Department to keep up to date of changing local conditions and technological changes.

The Director of Protective Services is responsible for the direct supervision of the TFS Manager of People & Culture, the Sackville Fire Chief, Pointe De Bute Fire Chief, the Dorchester Fire Chief, the By-law Enforcement Officer and the Animal Control Officer(s).

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3.2 Tasks Profile

General

- Assists, represents and acts as the principal advisor to the CAO on all protective services matters and related issues as required;
- Provide leadership to TFS Chiefs and promote a culture of professionalism, safety, and accountability;
- Prepares, presents, monitors and controls the Department's annual capital and operating budgets in accordance with the municipality's processes and procedures;
- Liaises with the Treasurer to ensure effective and accurate billing, collection, and reporting of tickets, licenses and fees;
- Develops municipal and administrative policies as it pertains to the department; short and long-term plans, procedures and by-laws in accordance with municipal strategic plans and departmental business plans;
- Develops and maintains a working environment which promotes positive morale, collaborative relationships and teamwork;
- Undertakes annual employee evaluations of the Department's personnel and recommends training and development programs for personnel;
- Participates as a member of the senior management team and works collaborates cross departmentally to support strategic initiatives of the Municipality;
- Ensures the efficient and effective delivery of all functions of fire service delivery, By-law Enforcement Services, Animal Control Services and Emergency Preparedness Services;
- Ensures all safety procedures and respectful workplace standards are followed by all personnel throughout the Department;
- Compiles and submits regular reports to the CAO and Council relating to the operation and administration of the Department;
- Attends council and council committee meetings, as required;
- Undertakes related duties and special projects, as required.



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Fire Service Delivery

- Develops, modifies, recommends and implements policies, procedures, guidelines, etc. for the efficient operation of Tantramar Fire Service;
- Ensures that policies and procedures governing the operation of Fire Service Delivery are observed;
- Liaises with the Fire Marshal, as required under the provisions of the Fire Prevention Act;
- Organizes and administers fire prevention programs within the Municipality;
- Ensures that an effective maintenance program is in place regarding the Department's equipment, vehicles, and buildings;
- Administers mutual aid firefighting agreements with other municipalities, as required;
- Ensures compliance with the existing laws, regulations and acts regulating fire service delivery.

Emergency Management Operations

- Key role in Emergency Management Operations;
- Coordinates municipal emergency planning and emergency responsiveness with the Provincial Emergency Measures Organisation and the municipality;
- In conformance with legislative requirements, recommends amendments to the Municipal Emergency Response Plan in anticipation of potential emergencies and provides suitable responses;
- Approves and develops training programs to prepare for potential emergencies;
- Assists in public education for community groups, agencies and organizations.

By-law Enforcement Services

- Directs and coordinates all functions related to by-law enforcement and relevant Provincial and Federal acts;
- Develops and recommends to the CAO, by-laws, policies and procedures as it relates to by-law enforcement;



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- Oversees the administration of by--law enforcement services ensuring that by-laws and applicable provincial statutes are enforced;
- Assists and oversees any necessary Court documents and files, prosecutes and/or gives evidence in Court of by-law infractions, including the preparation of and/or serving documents, on behalf of the Municipality;
- Supervises the Animal Control Services and contract management.

Other duties as assigned by the CAO

4. LEVEL OF AUTHORITY

Reports to the Chief Administrative Officer.

5. POSITION REQUIREMENTS

5.1 Education and Experience

- Successful completion of a relevant diploma or degree from a recognized post-secondary institution supplemented by related experience in Fire service delivery, emergency management operations and/or by-law enforcement.
- Must hold at lease a Level 1 fire certification.
- Minimum of 10–15 years of progressively responsible experience in fire and emergency services.
- Experience at the command or executive level required.
- Familiarity with technical rescue and medical first response.
- Possess Safety Officer and Incident Command training certificates.

5.2 Related Knowledge and Skills

- Good recordkeeping and administrative skills.
- Proficient in the use of Microsoft Word and Excel and the ability to learn new technologies.
- Knowledge of the Fire Prevention Act, building construction and related codes, Municipal By-laws and other relevant legislations.
- Experience and an understanding of Emergency Management Systems.
- Extensive knowledge of modern fire service operations and emergency management.
- Strong leadership, decision-making, and strategic planning skills.
- Excellent communication and interpersonal abilities.
- Proven ability to manage budgets, personnel, and complex operations.
- Ability to remain calm and decisive under emergency conditions.



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5.3 Mandatory Requirements and Experience

- Must possess a minimum of 5 years of experience at a leadership level, with experience in change management and in the areas of emergency management, fire service delivery, public safety or a related field.
- Must possess proven leadership skills in the management and direction of personnel, including the ability to make sound decisions.
- Must be available to work overtime hours as required.
- Must be in possession of a valid Class 5 driver's license for the Province of New Brunswick or equivalent.

5.4 Personal Skills

- Ability to maintain discipline and respect in order to lead effectively.
- Ability to establish and maintain interpersonal relationships that promote communication and teamwork.
- Ability to work well under extreme pressure and stress.
- Ability to demonstrate character and positive attitude that reflect ethical and professional standards in the day-to-day behavior.
- Possess strong organizational skill and be self motivated .
- Be able to write detailed reports and properly document files.
- Possess good public relations and public speaking skills.

6. HOURS OF WORK

- Regular hours of work shall be thirty-five (35) paid hours per week, 8:30 – 4:30 Monday to Friday. However, the incumbent must be free and willing to work beyond normal working hours including nights, weekends, holidays, etc. and must be free to attend meetings scheduled outside the normal work hours.

7. APPROVAL OF THE POSITION DESCRIPTION

Tantramar

Approved by:

Title:

Approval Date:
