

June 8, 2021

**CALGARY FIRE DEPARTMENT**

F.D. Notice           #2021-120  
FROM:               DEPUTY CHIEF'S OFFICE  
TO:                 ALL MEMBERS

RE:                 SELECTION OF FIRE MARSHAL

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Written applications will be accepted from eligible members seeking appointment to the position of Fire Marshal until 1200 hours on July 23, 2021.

This competition is open to all members who have ten (10) years' service with the Calgary Fire Department and who have two (2) years' experience in the Inspections and Investigations section, after attaining the qualification of a Safety Codes Officer Fire Discipline, Level 2 as of the closing date.

The successful candidate will be selected and appointed based on the results of the selection process that considers each applicant's skills and qualifications that relate to the position description. As part of the selection process which includes a targeted selection interview, administrative issue assignment and personnel scenarios; candidates will be expected to give a presentation (no less than 20 minutes and no more than 25 minutes) on the following subject:

***"As Fire Marshal, how will you improve or enhance the relationship between Fire Inspections & Investigations and the partner stakeholders of Calgary Building Services and the Calgary Police Service Arson Unit?"***

Candidates should expect follow up questions related to their presentation. Accepted method of presentation is verbal with presentation software allowed as an optional visual. Candidates are encouraged to plan to test their presentation software in advance of their interview to determine compatibility and effectiveness.

***\*\*NOTE: Depending on the state of pandemic health restrictions, the selection process may be held online via Microsoft Teams.***

The attached document outlines the selection process and the competencies being evaluated.

Salary will be at 159 index and hours of work are detailed in the current Collective Agreement between the City of Calgary and Local 255. Applicants may be required to use their private vehicles for department business. Reimbursement is provided through the City's Employee Local Travel Plan.

Eligible members are invited to send electronic applications to Ken Uzeloc - Deputy Chief, Risk Management at [Ken.Uzeloc@calgary.ca](mailto:Ken.Uzeloc@calgary.ca) . Alternatively, you can send packages via mail to the above recipient (internal mail code #48).

Application packages must include a cover page and resume detailing skills, abilities, education and experience pertinent to this position. The successful candidate will be required to serve a 9-month assessment period. A member transferring into the Fire Staff Division shall be required to stay in that division for a minimum of two (2) years.

Any questions regarding this competition should be directed to Ken Uzeloc, Deputy Chief, Risk Management.

**OFFICIAL FIRE DEPARTMENT DOCUMENT**



Ken Uzeloc  
Deputy Fire Chief, Risk Management  
**CALGARY FIRE DEPARTMENT**

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