

POSITION DESCRIPTION

Position:	Deputy Fire Chief and Safety & Training, Fire Prevention Officer	Type:	Non - Union
Incumbents:			
Reports To:	Fire Chief		
Date:	May 18, 2020	Next Review Date:	TBD
Positions Supervised:	Volunteer Fire Captains, Volunteer Firefighters, (known as Paid-Per-Call Firefighters (PPC) or Members)		

PART I - DESCRIPTION OF JOB REQUIREMENTS**General Accountabilities**

Under the direction of the Fire Chief, the Deputy Fire Chief, Fire Prevention, Safety & Training Officer (herein further referred to as “the Deputy Fire Chief”), is responsible for the overall administration of safety, fire prevention and training programs within the Fire Department. This includes being responsible for the planning, organizing and directing of safety and fire prevention programs and the review, monitoring and delivery of employee training requirements. This position must keep current with changing risks and hazards in the community and overall development and improvement of the programs related to fire prevention, safety and training.

The Deputy Fire Chief may also be requested to assist Department Heads with safety training courses for all Township of Minden Hills employees, as time permits. The Deputy of Fire Chief is responsible for the development and administration of the fire inspection and life safety programs and for providing public education activities, as required.

At the scene of emergencies, the Deputy Fire Chief is responsible and accountable for the Department incident command system until relieved by another officer, if required. In the absence of the Fire Chief and as required, the Deputy Fire Chief will assume overall command of the Department.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Maintenance & Operations

Under the supervision of, and in consultation with the Fire Chief, the Deputy Fire Chief:

- 1) Leads the Fire Department safety and training program by:
 - a. Ensuring the Fire Department meets, at a minimum, all national, provincial

- and municipal safety and health regulations;
 - b. Developing, monitoring, supervising and assisting safety programs at the Fire Department;
 - c. Preparing, editing or reviewing guidelines or policies relating to safety;
 - d. Ensuring implementation of policy directives from the Fire Chief;
 - e. Assisting with preparing, controlling and maintaining an annual operational budget for prevention, safety and training programs;
 - f. Directing the acquisition, repair, replacement of property or equipment utilized for safety programs (i.e. confined space rescue);
 - g. Acting as a representative for the Township's Occupational Health and Safety (OH&S) Committee, and ensuring all relevant information and statistics are brought forward to the Township's Occupational Safety & Health Meetings;
 - h. Maintaining all Fire Department health and safety records and reports, including reviewing all near misses, minor incidents or major incidents;
 - i. Identifying and implementing corrective actions relative to the findings of investigations and/or reviews of incidents.
- 2) Manages the Department's life safety and prevention programs by:
- a. Identifying the need for and supervising programs aimed at reducing threats to life safety, property and/or the environment;
 - b. Conducting, assigning and reviewing fire safety plans and/or pre-plans;
 - c. Providing ongoing assessments of life safety programs and activities;
 - d. Engaging Volunteers or Paid-Per-Call (PPC) Firefighters to assist with Fire and Life Safety inspections, pre-planning and public education, if the need warrants the use of this type of personnel.
- 3) Performs duties relating to the Department's **inspections** by:
- a. Reviewing and ensuring compliance of fire safety codes and related supporting codes, standards and regulations;
 - b. Preparing and delivering fire inspection reports and maintaining records;
 - c. Inspecting and ensuring code compliance in multi-family residential and commercial structures;
 - d. Conducting complaints-based fire code inspections on both residential and commercial properties, as required.
- 4) Supervises the maintenance of all Fire Department property, apparatus and small equipment by:
- a. Supervising the maintenance of all property, apparatus and small equipment;
 - b. Supervising any assigned inventory and purchasing control systems needed to address operational needs;
 - c. Providing on-going assessment of property, apparatus and small equipment.
- 5) Leads the Fire Department training program by:
- a. Overseeing all audio-visual equipment, teaching aids and demonstration devices and other equipment generally used in training;
 - b. Preparing instructional materials and delivering training as necessary, or when requested;

- c. Assisting with recruiting and training new recruits, and assisting the Fire Chief with the review of ongoing fire, rescue, hazmat and medical development training programs;
 - d. Assisting with recruiting for the Paid-Per-Call (PPC) Training Program and ensuring appropriate documentation is received and on file;
 - e. Maintaining all training related records, recertification and documentation for Fire Department members;
 - f. Providing assistance in the on-going assessment of PPCs with regard to their capabilities and training, needs based on operational mandates.
- 6) Performs Safety Officer responsibilities by:
- a. Functioning as per the requirements of NFPA 1521 – Standard for Fire Department Safety Officer;
 - b. Providing on-going assessment of operational mandates as they relate to safety during a fire scene or after a review of any post-incident de-briefing, including, but not limited to reviews of the Department Standard Operating Guidelines/Policies;
 - c. Providing ongoing administration of the Fire Department risk management system.
- 7) Controls operations in the event of an emergency by following the guidelines of NFPA 1561 as follows:
- a. Assessing the seriousness of the situation to determine what action is required;
 - b. As required by Fire Chief, delegating responsibility to other Chief Officers and Officers;
 - c. Instructing and directing the positioning of apparatus and equipment;
 - d. Assigning forward groups and tasks to Officers and Fire Fighters;
 - e. Securing and directing support resources to assist with continuing emergency operations; and completing any required fire investigation.
 - f. Reviewing and providing recommended updates or revisions to the Township's Emergency Plan.
- 8) Assists the Fire Chief, or designate(s) in maintaining an effective and efficient work flow in the Fire Department.
- 9) Ensures correct procedures are followed for accurate, complete and verifiable record keeping and processing.
- 10) Reports any major defects to equipment, property or process to the Fire Chief, or designate(s) promptly.
- 11) Reports purchase requirements to the Fire Chief, or designate(s); and assists the Fire Chief in the procurement of equipment, supplies and other operational needs, when directed or assigned by the Fire Chief. May be required to review, code and provide a preliminary sign-off of invoices and timesheets, or in the absence of the Fire Chief, may approve invoices and timesheets for payment; in accordance with Township policies and procedures.

- 12) Ensures that the security of all Fire Department facilities and equipment are properly achieved upon closing.
- 13) Ensures the security of files and the Fire Department as required.
- 14) Assists the Fire Chief in the Emergency Training of all members of Council and Township staff. As required, assists with Township health and safety orientation, training, staff assessment or other initiatives.

Staffing

- 1) Assists with the supervision and coordinates all members, PPC firefighters, as required. Maintains a work environment that promotes staff participation and teamwork.
- 2) Assists with the development and assignment of staff scheduling.
- 3) Assists in the interview and hiring process for casual, volunteer and part-time staff as required. Subject to policy changes or other direction, may assist in the interview and hiring of full-time permanent staff.
- 4) Provides for the basic orientation and training of all PPC Fire Department staff as it relates to WHMIS, responding, parking, building accessibility, timesheets, reporting and code of conduct.

Communication

- 1) Responds to public inquiries by providing verbal and written information or referring them to the Fire Chief, or designate(s) and/or to the appropriate department/staff member as required.
- 2) Communicates information with the Fire Chief, or designate(s) and other Staff.
- 3) Provides technical and operational information to the Fire Chief, or designate(s).
- 4) Provides information in the preparation of operating and capital budget estimates as requested.
- 5) Assists in the preparation of monthly activity reports with the Fire Chief, the Chief Administrative Officer, Clerk, or Council.
- 6) Participates in extensive interaction between Township departments and outside agencies for the giving and receiving of direction, advice or guidance in the matter of employee and public safety.
- 7) Responds and reacts to controversial issues through a conscious understanding of public opinion and sentiment within the community, as well as the financial impact and sensitivity of public safety issues.
- 8) Keeps the Fire Chief advised of incidents which may impact the Township or may be of a publicly sensitive nature.

Policy Compliance

- 1) Ensures compliance with Township and legislated policies, practices and procedures.
- 2) Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
- 3) Attends necessary and/or approved educational workshops, seminars or webinars including the renewal of annual licencing, as required or assigned.

Decision Making

- 1) While subject to the requirement of written/oral orders, rules and regulations, the Deputy Fire Chief exercises great independence of judgment in making decisions relating to the areas of responsibility.
- 2) All decisions are subject to discussions with the Fire Chief before making any changes to policies, programs and/or operating guidelines.
- 3) Complexity of Decisions
 - a. Decisions are frequent and complicated requiring a high level of competency. Constant consideration and attention to detail must be given to the well-being and safety of the all staff and citizens of the community.
 - b. Everyday decisions require constant application and knowledge of safety principles and must be thoroughly researched and applied in a proper manner as decisions have political, financial and life safety impact on employees and citizens.
- 4) Decisions and the Safety of Others
 - a. Decisions made by the Deputy Fire Chief and recommendations made to the Fire Chief have a direct impact towards life safety of Township employees. Errors in judgment could result in serious injuries or a loss of life and result in serious problems of a current and long-range nature.

Other

- Being on-call and responding to emergencies, and acting as Fire Chief when appointed.
- Other duties as assigned, including receiving direction from the CAO or Council (in the absence of the Fire Chief).

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job

Technical Skills/Experience

- 1) A minimum of five (5) years of experience in a related position with progressively responsible emergency service, management, and incident command, experience is required.
- 2) Strong communication skills, both verbally and in writing, in order to communicate effectively both on the fire ground and in managing the safety and training programs is required. In the absence of the Fire Chief, and/or as delegated by the Fire Chief, an ability to communicate effectively and address concerns, complaints and requests is also required.
- 3) A competent instructor with a demonstrated ability to develop and deliver programs is required.
- 4) Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), and agenda software and database programs is required.
- 5) Strong planning/time management and organizational skills is required including the ability to carry out long term strategic planning and knowledge to evaluate the effectiveness of the Department and implement its continuing development.
- 6) Must be flexible, adaptable and responsive to change in a variety of emergency, management and administrative situations.
- 7) Ability to work independently with an above average ability to perform duties with little or no direct supervision, is required.
- 8) The incumbent must be able provide a criminal check, including a vulnerable sector check, and drivers abstract, if or when requested.
- 9) Must have the ability to maintain confidentiality where mandated or required.
- 10) Ability to relate effectively with Township Administration, citizens of the community and the media is required.
- 11) Ability to exercise discretion, tact and diplomacy at all times is required.
- 12) Sound knowledge of related legislation, pertinent to environmental services and property operations such as technical standard and safety act, OHSA, fire protection and prevention act, occupational H&S act, Ontario fire and building codes, emergency management and civil protection act etc.
- 13) Thorough knowledge of equipment, vehicles and materials used in fire services.

14) Demonstrated ability to work within approved budgets.

Education/Training/Licences

- 1) Accreditation through a National Fire Training Academy or technical school graduation is required.
- 2) Specific certifications that are required for this position (or equivalent) include: (The position will require the incumbent to achieve these certifications within the first 2 years).
 - a. NFPA 1001 Level 2 (Fire Fighter)
 - b. NFPA 1002 (Apparatus Driver/Operator)
 - c. NFPA 1021 Level 2 (Fire Officer)
 - d. NFPA 1033 Fire Investigator Level 1
 - e. NFPA 1031 Fire Inspector Level 1
 - f. NFPA 1035 Fire & Life Safety Educator
 - g. NFPA 1041 Level 2 (Fire Service Instructor)
 - h. Current First Aid and CPR-C certification
- 3) Preferred or the ability to be certified in:
 - a. Ice Rescue, Confined Space Rescue and/or Dangerous Goods Operations;
 - b. NFPA 1521 Incident Safety Officer;
 - c. WHMIS, First Aid, TDG Instructor certificate.
 - d. NFPA 1031 Fire Inspector Level 2
 - e. NFPA 1033 Fire Investigator Level 2
 - f. NFPA 1006 Technical Rescue Level 1 & 2
- 4) Continuing education to maintain and/or increase skills is required.
- 5) Possession of a valid DZ Driver's Licence is required.

Working Conditions

- 1) Office work requiring long periods of sitting, typing and use of office equipment. Interruptions are common. The individual does have the ability to move freely as required to reduce fatigue.
- 2) The work is done primarily in the Fire Hall in an office environment, but will also include the field, a classroom environment when teaching, or other locations as required.
- 3) The work involves extreme hazardous environments when performing any required duties while at an emergency scene.

- 4) Engagement in physical activities during Emergency responses, as well as occasional bending, lifting, moving of equipment or other moderate physical activity during non-Emergency situations.
- 5) Numerous meetings requiring periods of intense concentration.
- 6) Availability to work overtime; evenings, weekends and emergencies; being on call to attend emergencies, meetings with Committees, Council and public as required. Including weekends, holidays and severe weather. All of the situations may cause stress and intense concentration.
- 7) The Deputy Fire Chief is constantly under severe mental pressure to perform emergency and non-emergency services in an effective and correct manner at all times. The mental stress of working in hazardous and/or extremely dangerous environments and knowing that decisions will have life safety impact on persons and property is always present.
- 8) Deals with difficult customers, occasionally.

Signatures

Date

Incumbent

Manager