

Position Description

Position:	Fire Chief	Type:	Non-Union
Incumbents:			
Reports To:	Chief Administrative Officer		
Date:	November 8, 2017	Next Review Date:	
Positions Supervised:	Emergency Services Training Officer, Volunteer Deputy Fire Chief, Volunteer Fire Captains, Volunteer Firefighters, General Clerical Assistant		

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

Reporting to the Chief Administrative Officer, the Fire Chief shall be responsible for fire and emergency services and shall be the key resource person to the Township of Minden Hills Council. The Fire Chief shall carry out all administrative duties as a Department Head of a department. The Fire Chief is responsible for the proactive leadership, policy, overall operation of the fire services including administration, policy development, operations procedures, fire suppression/investigation, fire prevention and public education, emergency response, training, community emergency planning, supervision of voluntary resources, public relations and ensuring compliance with Ontario Fire Code, Municipal by-laws and Provincial and Federal Legislation.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Fire Services

- Provides emergency incident management leadership, in the role of Incident Commander.
- Assesses needs and oversees the preparation of plans and programs for fire suppression/investigation, fire prevention and public education, emergency medical responses, training, community emergency planning, supervision of voluntary resources and public relations.
- Develops, enhances, plans, co-ordinates, implements, monitors the municipal short and long-term fire services and programs, providing daily oversight to ensure that needs and objectives are being met.

- Prepares reports and recommendations for Council's review and approval.
- Develops schedules that are realistic and meet budgetary constraints.
- Conducts inspections and within fire department jurisdiction, issuing Fire Code and Fire Marshal's orders and participating in relevant court proceedings as required.
- Participates in the regional emergency planning process and Acts as Community Emergency Manager Co-ordinator (CEMC).
- Recruits, trains and recognises fire services volunteers and ensures voluntarism is promoted through media and other resources.

Department Financial and Budget

- Responsible for the direction, preparation, submission and control of all budgets under the department's jurisdiction as approved by Township Council.
- Approves coding and payment of invoices for the department.
- Prepares, implements, monitors and controls significant three (3) year operational and five (5) year capital budgets and business plans.
- Investigates and submits the appropriate applications for all applicable Provincial and Federal Government funding programs for department projects.
- Administers tenders, RFP's, RFQ's and purchase orders for the department within approved budgets and in accordance with the Township Purchasing Policy.

Service and Program Administration

- Responsible for the overall administration of an effective Fire Services Department.
- Responsible for asset management as it relates to fire services; including, but not limited to, buildings, equipment and fleet.
- Ensures implementation of and compliance with various applicable legislation, regulations, policies, procedures and standards including, but not limited to, Corporate Policies, , Ontario Fire and Building Codes, Occupational Health and Safety Act, Fire Protection and Prevention Act, 1997, Electrical

Safety Authority, Technical Standards and Safety Act, the Municipal Act, Emergency Management and Civil Protection Act, etc.

- Maintains a coordinated approach to the department's operations in accordance with Township policies and budgets.
- Represents the department at Council and Committee meetings, including making recommendations, preparing and presenting specific monthly activity reports to the C.A.O and Council.
- Represents the department at the Department Head meetings and provides a resource for various other committees as directed by Council.
- Drafts applicable service agreements and work contracts.
- Ensures maintenance, organization and record keeping of the department information.
- Responds to frequent inquiries, complaints, problem situations and urgent departmental issues; investigates complaints and claims, provides prompt follow-up and submits reports to the appropriate authorities if necessary.
- Participates in the development and successful implementation of the department's annual Operating Plan.
- Develops, reviews, assesses and/or recommends policy and programs that best meet the needs of the department and ensures implementation and monitoring.
- Provides advice on departmental issues and challenges to the CAO and/or municipal employees, or to Council if required.

Provides leadership to designated work groups, programs and/or committees such as Emergency Management Control Group, Occupational Health and Safety Committee etc.

- Represents Minden Hills in provincial and joint municipality committees and participates on provincial groups as required.

Communications or Relationship Management

- Establishes and maintains effective and essential relationships with internal and external partners including Municipal Council, the County, the AMO, other

municipalities, numerous community and professional agencies and institutions, the Ministry and other government agencies on behalf of the municipality.

- Represents the municipality in conferences and meetings.
- Employs consensus building skills to ensure the most beneficial outcomes.
- Establishes and maintains meaningful connections with others that are directed towards the sharing of opportunities for collaboration while building rapport on behalf of the municipality.
- Collaborates with stakeholders to identify department needs and develop options and plans.
- Develops and maintains collaborative relationships at all levels of the organization to ensure the most effective services are provided.
- Ensures diversity and cultural differences are respected.
- Demonstrates sensitivity and political acuity in all interactions.

Human Resources

- Provides leadership to all department members and manages in a manner that motivates, guides and directs employees to the realization of municipal values, objectives and performance expectations; maintains a work environment that promotes participation, team work and positive employee relations.
- Ensures that staff orientation, learning and development plans are according to policy, procedure and guidelines.
- Ensures recruitment, performance evaluation, coaching, discipline and termination where necessary are according to Human Resources policy and procedures.
- Ensures the effective and efficient distribution and utilization of department members based on the established productivity levels, program goals and guidelines.
- Leads regular department meetings to set goals and monitor department performance and engages the team in successful accomplishment of goals.
- Holds people accountable to standards of performance including conducting performance appraisals, according to applicable policies, that support staff in establishing and attaining performance goals.

- Ensures that staff work with protective devices (as required), and in a manner consistent with the requirements/regulations of the Occupational Health and Safety Act, and policy and procedures.
- Manages attendance according to policy, identifying issues and reporting them to the CAO.

Other Related Activities

- Exemplifies behaviours, actions and attitudes that are consistent with municipal vision, mission and values.
- Maintains, organizes and ensures maintenance and updating of records and filing.
- Ensures own understanding and compliance with Township and legislated polices, practices and procedures.
- Ensures own expenditures adhere to municipal policies where appropriate.
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations.
- Strives to achieve continuous quality improvement and excellence in all activities and outcomes.
- Participates on internal and/or external committees as required and provides input and recommendations.
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary.
- Implements new procedures and controls deemed necessary by management.
- Assists in the training and orientation of peers.
- Attends necessary and/or approved educational workshops, seminars, webinars or other, including necessary those required for licencing renewal.
- Performs other duties as assigned.

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:

Qualifications

Education/Training/Licences

- A post-secondary education in Fire Services Management or a related field is required.
- Community Emergency Management Coordinator certification, or a willingness to obtain within a specified period of time, is required.
- Willing to enroll, be enrolled in or be a graduate of the Ontario Fire College with courses including NFPA 1001 and 1002, Standard, 1021 Fire Officer I and II, 1041 Fire Service Instructor I and II, 1031 Fire Inspector I and II, 1035 Public Information Officer, 1035 Fire Life Safety Educator and Human Resources Management.
- Possess a valid “DZ” Driver’s License for the Province of Ontario.

Experience

- A minimum of ten (10) years’ firefighting experience with five (5) years’ experience in a senior officer rank, is required.

Knowledge and Skills

- Excellent knowledge of fire services theory, techniques, best practices and principles, including comprehensive knowledge of emergency incident management in the role of Incident Commander.
- Excellent knowledge of related legislation, pertinent to environmental services and property operations such as Technical Standard and Safety Act, OHSA, Fire Protection and Prevention Act, 1997, Occupational Health and Safety Act, Ontario Fire and Building Codes, Emergency Management and Civil Protection Act, etc.
- Excellent knowledge of fire services department processes, procedures, policies, directives and guidelines.
- Thorough knowledge of equipment, vehicles and materials used in fire services.
- Demonstrated management, organizational and leadership ability.

- Excellent supervisory skills and should be competent in the interpretation and application of employment policies, regulations, acts, guidelines and a Collective Agreement.
- Demonstrated ability to monitor and work within approved budgets.
- Ability to plan, schedule and review work of others in a manner conducive to proficient performance and high morale.
- Advanced ability to communicate effectively and address concerns, complaints and requests with tact, discretion and diplomacy as it relates to a variety of issues and problem situations.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint) etc.
- Flexible, adaptable and responsive to change.
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/event to the CAO as required.
- Excellent planning, time-management and multi-tasking skills.
- The incumbent must provide a criminal clearance letter on an annual basis.
- Ability to maintain confidentiality where mandated or required.

Working Conditions

- Work is generally completed at a desk with regular short periods of computer/phone use, and 24 hour emergency responses requiring travel in an emergency vehicle.
- The incumbent has freedom to move about or change position at will.
- Work requires occasional lifting, bending, crawling and moving of equipment or other moderate physical activity.
- Required to frequently view a computer screen daily for responding to e-mail, reading or preparing documents or reports, maintaining data, and completing forms; assessments; scheduling and attends meetings that can be intense.
- Frequent intermediate periods of focused attention.
- Frequent interruptions.

- Frequent travel within designated area.
- Required to work evening and/or weekend hours.
- Required to work on call outside of regular working hours.
- May be exposed to potentially hazardous environments including fire and motor vehicle accident scenes, water rescue incidents, hazardous material spills, medical/trauma responses, etc.
- Urgent and emergency situations occur frequently.
- Occasionally deals with difficult customers.
- Typical municipal office environment with regular off-site travel.

Signatures

Date:

Incumbent

Manager