

***MUNICIPALITY OF CENTRE HASTINGS***

***JOB DESCRIPTION***

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|  | **Position:** Fire Chief | | |
| **Location**: Madoc  **Department**: Fire | | **Affiliation:** Full-Time | **Revision Date**: September 2023  **Salary: Grade 10** |

**POSITION SUMMARY:**

The Fire Chief provides leadership and technical expertise and is responsible for the day-to-day management of the fire service. Reporting directly to the CAO/Clerk and working within the regulations identified by Council. The Fire Chief directly supervises and is responsible for the administration of all Fire Department Officers as well as overseeing the Departmental Organization, including volunteer firefighters. The Fire Chief plans, organizes, leads, and directs departmental operations with respect to administration, equipment maintenance, apparatus, and personnel. The Fire Chief also provides support to the Municipality of Centre Hastings and manages the Municipal Emergency Management program and plan.

With exceptional judgment, innovative and creative thinking, and interpersonal skills, the Fire Chief will facilitate the advancement and achievement of Council’s Strategic Plan through implementation of the Plan’s goals and objectives. The Fire Chief will mentor and develop the leadership skills of Departmental staff and foster corporate wide continuous improvement in thinking as a key member of the Senior Management Team.

**REPORTING RELATIONSHIPS:**

Directly – Chief Administrative Officer (CAO)

Indirectly – Council Members, Department Heads

**KEY RESPONSIBILITIES INCLUDE:**

GENERAL

* Monitors the Fire Services performance and submits performance reviews and associated reports to Municipal Council with regards to Fire Prevention, Code Enforcement and Suppression, recommendations on corrective measures if necessary.
* Identifies present and future anticipated deficiencies with regards to Fire Prevention, Code Enforcement and Suppression.
* Identifies present and future anticipated deficiencies with regards to communication, fleet, facilities, and planning.
* Identifies risks specific to the Municipality with a current and up-dated Hazard Identification Risk Assessment (HIRA) with annual legislative compliance submissions.
* Implements, Monitors, and updates the Community Safety Programs minimum requirements to include:
  + - Simplified Risk Assessment
    - Smoke Alarm Program
    - Public Fire Safety Program
    - Inspection Upon Request and Complaint
* Records management including the following:
  + - Correspondence
    - Vulnerable occupancy files
    - Safety plans
    - Fire drills
    - Occurrences
* Updates fire safety plans as required.
* Drafts, implements and monitors multi-jurisdictional agreements with Municipal and Provincial entities, making revisions and recommendations when required.
* Drafts and maintains current and up-dated Departmental Operation Guidelines and Policy/Procedure.
* Coordinates with the Chief Building Official and Building Department, in conjunction with Community Development Services Staff, with regards to Fire Prevention and Community Safety. Provide comments on site plans, re-zonings, subdivisions agreements and new buildings as they pertain to Fire Service delivery.
* Ensuring Standard Incident Reports (SIR) are submitted to the Office of the Fire Marshal (OFM) in a timely fashion.
* Ensures cost recovery submissions to the Ministry of Transportation (MTO) are submitted within the allocated time frame. Explores additional cost recovery avenues.
* Ensures that required personnel records, training records, maintenance records and time entries are completed, maintained, and filed in a secure location.
* Attends emergencies when required and assuming command of complex emergencies and directing fireground operations when necessary.
* Assist, as required, with the development, implementation, and annual training requirements with regards to the Municipal Emergency Plan.
* Implements a modern, up-to-date recruiting and retention program for the Fire Department.
* Ensures business strategies, policies, programs, services, and operations of the Fire Department align with the vision and priorities of the Municipality as a whole.
* Drafts, directs and administers the preparation of apparatus and/or equipment specifications, as well as the preparation and receipt of Request for Proposal (RFP) or tenders where required.
* Prepares operational guidelines, directives, policies and SOPs.
* Strong ability to demonstrate tact and discretion when dealing with confidential and politically sensitive situations and maintains a high degree of confidentiality.
* Manages files on firefighters as well as tracks time for calls, training and submits payment information.
* Records all training and attendance for all volunteer firefighters.
* Insurance and WSIB reporting.
* Tracks all department inventory including:
  + - Apparatus
    - PPE
    - Cleaning and testing of PPE
    - Ordering new PPE
* Responsible for advertising messaging for Fire Bans and other department information through posters, Cable Vision and website/social media.
* Utilize the ARIS system for accident reporting and claims.
* Establishes and prioritizes overall department goals and objectives, in regular consultation with Mayor, Council and the CAO/Clerk, and directs the implementation of those goals to maximize efficiency.
* Leads and directs the effective and efficient delivery of all Department services, including firefighting, fire suppression, fire prevention, public education, rescue and training.
* Prepares and/or approves administrative reports, policy recommendations and resolutions for Council’s consideration in consultation with the Chief Administrative Officer/Clerk and directs the implementation of the same as approved by Council.
* Ensures Chief Administrative Officer/Clerk is well informed; initiates regular reviews and discussions with the C.A.O./Clerk as well as department staff.
* Oversees the operation and replacement of Department equipment and vehicles.
* Develops, manages and continuously improves administrative systems and processes in support of Department functions and operating standards.
* Remains abreast of statutory and regulatory enactments and amendments and recommends action as deemed appropriate.
* Regularly liaises with the Deputy Chiefs in the operational planning and administration of the Department.
* Represents the Corporation in working relationships with relevant governmental and regulatory agencies, regional and local municipal officials, and municipal aid partners.
* Performs all statutory and operational responsibilities of Fire Chief.
* Attends meetings of Council, Council-in-Committee, and Department Heads to provide professional advice, guidance and general information as required.
* Participates in various staff committee roles and provides other corporate technical and strategic advice as requested.
* Ability to perform other related duties as may be assigned by the CAO/Clerk and Municipal Council.

PERSONNEL ADMINISTRATION

* Administers and enforces varied operational rules, guidelines, policies and regulations.
* Participates/recommends in the recruitment, selection, discipline, promotion and professional development of Department Members.
* Organizes, schedules, directs, motivates, mentors and evaluates Department Members.
* Ensures all associates and any contractors work in a manner consistent with the Occupational Health and Safety Act.

FINANCIAL ADMINISTRATION

* Drafts and monitors the financial management of the Fire Services, to include:
  + - Prepare, present, monitor, evaluate and manage the capital and operating budgets as requested by administration.
    - Project variances as part of the monthly review.
    - Monitor and control budgets in conjunction with the finance department.
* Prepares and administers annual Departmental capital and operating budgets and processes revenues and expenditures in accordance with approved Council policies.
* Prepares long-term capital equipment expenditures estimates in accordance with approved Council policies.
* Prepares and recommends specifications for the purchase of vehicles, apparatus and equipment for Council’s approval.
* Co-operates with the Treasurer in the timely preparation and submission of applications and claims for provincial and/or federal financial assistance.

MUNICIPAL EMERGENCY MANAGEMENT

* Responsible for assisting with the Municipal Emergency Management Program and Training.
* Conducts annual exercises and training to ensure compliance.
* Annual review of policies.
* Annual review of HIRA.
* Participates in regional CEMC meetings.

OTHER

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the ***Ontario Occupational Health and Safety Act***.

Performs other related duties and undertakes special projects as may be assigned.

**EDUCATION:**

* Post-secondary education in Emergency Services Management, Fire Service Administration, Fire Safety, Business Administration, Accounting, or relevant combination of professional discipline.
* Post-secondary education in public administration or equivalent training
* Has current first aid/CPR certification
* Specialized training courses in emergency management (BEM, IMS, CEMC)
* CEMC Designation considered an asset
* Certification in the following National Fire Protection Association (NFPA) qualifications: NFPA 1001 Firefighter I & II, NFPA 1021 Fire Officer I & II, NFPA 1031 Fire Inspector I, NFPA 1035 Public Education I, NFPA 1072 Hazardous JOB DESCRIPTION Materials Technician, NFPA 1521 Incident Safety Officer and NFPA 1041 Fire Instructor I and II.
* NFPA 1021 Fire Officer III and IV
* Fire Service Leadership and Fire Service Administration programs would be considered an asset.

**EXPERIENCE:**

* Preferred minimum 5-7 years of progressive experience in administration in a command position.
* Minimum of 3-5 years’ experience in municipal government or legal field.
* Experience in all areas of fire services including fire prevention, public education, investigations, code enforcement, communications, mechanical maintenance, fire suppression and emergency response.
* Accomplished team player and decision maker.

**KNOWLEDGE:**

* Technical knowledge of current theories, principles, practices and legislation related to fire suppression, fire prevention, public education and emergency response services.
* Technical knowledge of building construction and inspection and related codes and standards.
* Technical knowledge of local government structure, protocol, procedures, budgeting and funding technical.

**SKILLS:**

* Advanced knowledge of Municipal Bylaws and Federal and Provincial Acts and Regulations relating to the activities of the Fire Department.
* Ability to ensure confidentiality in all matters, while exercising tact and diplomacy.
* Knowledge of municipal and public responsibilities related to municipal government administration in Ontario.
* Excellent interpersonal and communications skills in dealing with Council, staff, the public, volunteers and other government officials and agencies.
* The ability to work in a fast-paced environment, meeting strict deadlines and remain professional under pressure.
* General knowledge of municipal statutes, policies and procedures.
* Stewards the Department vision and prioritizes goals in an evolving political environment.
* Prioritizes, plans and organizes assignments; delegates and empowers to ensure prompt project completion.
* Leads by example; motivates volunteers and associates in a team environment.
* Analysis and solves problems and recommends innovative, practical solutions.
* Provides sound leadership and decision-making abilities, sometimes in emergency situations.
* Communicates clearly, openly and honestly.
* Demonstrates ethical conduct, political sensitivity, discretion, integrity and reliability.
* Interacts skillfully and professionally with Council and external contacts.
* Attends meetings if and as required, including meetings during non-traditional working hours.
* Is accountable for overall Departmental performance.
* Willing to adapt to change, learn and practice new skills.
* Displays strong communication (written and oral), analytical thinking, report writing, problem solving, presentation, public relations, and time management skills.
* Computer proficiencies to include strong working knowledge of Microsoft Word and Office applications.
* Must possess a valid Class “DZ” Ontario Driver’s License.

**SUPERVISION:**

* Directly supervises and oversees Departmental Organization.

**WORK DEMANDS:**

* Work is primarily self-directed or assigned as per objectives and goals, in accordance with Council and Corporation directives and policies and relative legislation.
* Errors may result in loss productivity, dissatisfaction, embarrassment, property damage, loss of life and additional cost.
* Frequent periods of highly concentrated mental alertness.
* Frequent deadlines and interruptions.
* Occasional stress associated with emergency situations.
* Long periods of sitting; occasional exposure to weather, heat, cold, fumes, noise, water, and fire.
* Job responsibilities frequently extend beyond the traditional workday.

**WORKING CONDITIONS:**

Environment:

* The work environment is subject to severe physical hazards and associated demands and involves exposure to risk of personal injury.
* The work environment is subject to severe weather including, but not limited to: extreme heat/extreme cold.
* Administrative work within this role is completed within an office environment, with some remote work possible when required.

Control over schedule:

* Administrative work schedule established by demand. Attendance at calls for service is performed as necessary, which may cause interference with personal life and related lifestyle and will include nonconventional work hours.

**WORKING RELATIONSHIPS:**

Inside the Corporation:

* Mayor and council
* CAO, Department Heads, Supervisors, Municipal Staff
* Fire Department Officers and Firefighters

Outside the Corporation:

* General Public, Media, Provincial and Federal Government
* Consultants, Sales Associates, Boards and Agencies

**POSITION HISTORY:**

In January of 1998, the Village of Madoc and Township of Huntingdon were amalgamated into the Municipality of Centre Hastings. One station in Madoc and one in Ivanhoe. All

members were and are currently volunteers. One Fire Chief presides over both stations and approximately fifty volunteers.

* Reporting to Chief Administrative Officer/Clerk
* Responsibility to oversee volunteer firefighters
* Responsibility for Fire Services Department

***The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification. Other duties may be assigned.***