



PERFORMANCE MANAGEMENT

Job Description	Job Title: <u>Fire Chief</u>	Page # 1 of 7
Reports To: <u>CAO</u>	Location: Township Office Department: Fire	Salary: 8 Revision date: November 2023
Approval:	{ } C.A.O. / Clerk { } Job Evaluation Committee { } Employee	

Position Summary:

Reporting to the Chief Administrative Officer, the Fire Chief, is responsible for the management of all aspects of the Township’s fire department through the supervision of subordinate officers and firefighters. The Fire Chief has extensive contact with other Township employees, the public, and other government officials. The Fire Chief may be required to respond to emergency incidents at any time of day or night.

The Fire Chief leads, directs, manages, and plans the fire department’s operations, including the Township’s two stations, with a volunteer complement. The role oversees fire prevention, fire suppression, training, fire investigation and inspection, public education, and rescue operations. The Fire Chief ensures compliance with Township policies, by-laws, and other legislation that affects the Department’s operations.

Overall, this position plays an integral role in contributing to municipal policy and solutions by supporting and encouraging an engaged community that participates in the public involvement process and recognizes its role in addressing issues and providing solutions.

Skills and Qualifications:

Education:

- Post-secondary degree or diploma in Public, Business, Fire Services Administration, Management, or other relevant disciplines considered an asset.

- Completion of National Fire Protection Association [NFPA] 1021 Fire Officer III, or Fire College Company Officer Certification or an equivalent combination of education and experience or willingness to obtain.
- First Aid and CPR Training Certification.
- Hold and maintain a valid Class 'DZ' driver's license in good standing.

Knowledge Skills:

- A minimum of ten [10] years' progressive experience in firefighting and fire prevention methods, including five [5] at the Senior Officer level in a unionized and/or volunteer municipal environment.
- Thorough knowledge of the principles and practices of organization and management of fire departments and the demonstrated ability to implement them in a volunteer fire department setting.
- Sound knowledge with methods, practices, and techniques of fire prevention and suppression.
- Sound knowledge with federal and provincial regulations regarding the fire service and safety in the workplace.
- Sound knowledge with fire and building codes and water supply needs for rural fire protection.
- Proficiency in MS Office Suite with the ability to adapt quickly to applicable software.

Duties and Responsibilities:

- Ensuring that all departmental activities are carried out in a safe and professional manner.
- Ensuring that appropriate training programs, operational guidelines (OG's) and equipment maintenance programs are developed, maintained, and carried out by members of the department.
- Ensuring adequate personnel, supplies and equipment levels are maintained for firefighting, training, and maintenance activities.
- Ensuring that equipment is maintained and kept in a good state of repair.
- Identifying potential personnel, vehicle, and equipment deficiencies and preparing recommendations to Council, including long range planning, to address such deficiencies and to improve the effectiveness of the fire department.
- Maintaining close liaison with neighboring emergency service agencies and with officials of Provincial and Federal agencies.
- Ensuring that required incident reports and other administrative documents are completed and submitted in a timely manner.
- Ensuring that required personnel, training, maintenance, and time records are completed and filed in a secure location.
- Attending emergencies when possible and assuming command at emergencies and directing operations when necessary.
- Providing budget input to the Council based on the fire department's to address the level of service as prescribed in the establishing and regulating bylaw;
- Ensure that pertinent information is shared between Council and the firefighters and officers by attending, or sending a designate to, Council meetings on a regular basis.

- Representing the fire department in public and media contacts to promote the fire department and its activities.
 - Ensure compliance with various Federal, Provincial and Municipal legislation, regulations, policies and procedures.
 - Delegating to other members of the fire department such duties as necessary to ensure that the above responsibilities are met in a timely fashion.
 - Performing other related duties as required by Council.
3. Human Resources
- Responsible for the leadership and direction of the Department.
 - Ensure staff are trained to act appropriately in emergency situations and daily routines; that documented procedural information is available and that necessary reports and/or follow up to any incidents are completed.
 - Assesses staffing needs and directs the department's recruitment process following corporate policy and practices and ongoing changes in service delivery.
 - Responsible for performance evaluation coaching, mentoring and professional development of department staff including completion of promotional exams.
 - Ensure staff follow approved health and safety policies and procedures to conduct work in a safe manner and environment.
4. Financial Resources
- Monitor the results of operations compared to the budget for variances and recommend action where appropriate.
 - Responsible for adherence to Township policies and procedures.
 - Manage capital assets (building and equipment) by making recommendations to the senior leadership team and Council for the acquisition, replacement and maintenance of equipment and the maintenance and repair of buildings, as well as overseeing the construction of new and/or renovation of existing facilities.
 - Responsible for preparing annual operating and capital budgets for the department, carrying out all operations within budgetary allocation, ensuring all funds are spent efficiently and ensuring compliance with budget control procedures established by the Treasurer.
5. Material Resources
- Ensures the safety, maintenance and management of all records through a records retention By-law.
6. Physical Skill and Effort
- Expected to respond and work in all types of environments along with fire crews. The Fire Chief is expected to work in a safe manner and supervise crews to ensure they work in a safe manner.
8. Interpersonal Skills/Contracts
- Interpersonal skills to relate with members of Council and the public.

9. Environment

- The Fire Chief will be exposed to a variety of indoor and outdoor environments. The Fire Chief will be exposed to inclement weather, hazardous conditions, and strenuous physical exertion during fire ground operations and training evolutions.

10. Control over Work Schedule

- Will be required to respond to emergency situations on a regular basis on evenings, weekends and holidays.

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 of the work requirements that may be inherent in this classification.

_____ **Date:** _____
Employee

_____ **Date:** _____
C.A.O.