

MUNICIPALITY OF SOUTHWEST MIDDLESEX POSITION PROFILE



Position Title: Fire Chief
Report to Title: CAO-Clerk
Revised: September 2020

Position Status:	Part-Time Contract
Salary:	To be discussed
Normal Work Week:	20 hours
Overtime paid	No (Management)
Location:	71 Main Street, Glencoe

A – POSITION DESCRIPTION

1. Scope of Position:

- The Fire Chief is responsible to ensure the strategic direction of the municipal fire service is followed, as well as responsible for the overall management of its daily operations. The Fire Chief directly supervises the Station Chief(s) and indirectly supervises a department consisting of volunteer fire fighters including officers.
- The Fire Chief is the Community Emergency Management Coordinator Alternate.
- The Fire Chief is directly responsible to Council for the fire and life safety risk management practices of the Municipality, including legislature compliance.
- The Fire Chief is ultimately responsible for the overall management of the Fire Department.

2. Key Responsibilities

- a) Perform the statutory duties of Fire Chief under the *Fire Protection and Prevention Act* including the duties of an assistant to the Fire Marshal, fire cause determination and all statutory duties of the position in accordance with provincial statutes and directives, the requirements of the Emergency Management and Civil Protection Act and applicable Municipal By-laws.
- b) Ensure that required administrative documentation such as personnel, training, and time records, facility and equipment maintenance records, and incident reports are completed, filed, secured, and maintained in accordance with applicable regulations and municipal policy.

- c) Develop administrative controls including reporting mechanisms, and measures to review departmental operations and initiate appropriate adjustments or remedial actions when required and/or provide recommendations to the CAO-Clerk and Council on same.
- d) Prepares administrative and operational policies, guidelines and procedures for the efficient and effective operations of all department functions.
- e) Report to Council on department activities.
- f) Provide timely responses to general public requests and complaints in regards to fire department activities and services.
- g) Work with the County of Middlesex's Community Emergency Management Coordinator for the development, implementation, and maintenance of the emergency management plan
- h) Oversee fire safety inspections, risk assessments, and fire prevention plans and public education programs. Ensure that they are administered effectively and in accordance with applicable standards, law and best practice.
- i) Ensures that fire, emergency management and by-law services are in compliance with all applicable legislation, corporate and administrative policies/procedures.
- j) Monitors all multi-jurisdictional and other fire-related agreements and makes recommendations to the CAO-Clerk and Council on any changes.
- k) Initiate and or delegate authority to activate mutual and / or automatic aid plans, mutual assistance plans and for the investigation of fires and explosions as required by the Office of the Fire Marshal and Emergency Management.
- l) Maintain close liaison with neighbouring emergency service agencies and with other government agencies to ensure adequate agreements are made for mitigating emergency incidents.
- m) Set the standard and approve the curriculum for officer and fire fighter training to ensure fire fighters obtain and maintain an adequate level of skill in accordance with applicable laws and standards and the level of service as approved by the Council.
- n) Provide recommendations to the CAO-Clerk in regards to remuneration of personnel, hiring of personnel, and performance management including training initiatives, discipline, and/or termination in accordance with municipal By-laws and policies.
- o) Provide Human Resource Management for volunteer fire fighters including development of hiring procedures and policies for new recruits. Conduct annual performance management reviews and engage in ongoing feedback of and with the station chiefs and oversee the operational and training process for all other volunteer fire fighters.
- p) Maintain professional competency to meet on-going job expectations by remaining current with applicable legislation, regulations, codes, technologies, and with equipment and methods of operation by attending training/courses as necessary.

- q) As an alternate CEMC and member of the Emergency Control Group, interact with CEMC, CAO-Clerk, and Emergency Control Group in the training, and testing of the municipal Emergency Plan as required.
- r) Responsible for the financial management including the preparation of long term plans and annual budgets for emergency (fire) service in conjunction with the station chief(s). Monitor the annual budget to actual expenditures/revenues.
- s) Attend emergency scenes as required. Review incident reports and dispatch records. Ensure report completion and submission is done in required time frames. Monitor the trends in calls and evaluate department effectiveness.
- t) Responsible for the care and protection of all property belonging to the fire department and for arranging the provision of necessary and proper facilities, apparatus, equipment and supplies for the department.
- u) Has and shares the responsibility that all fire fighters work in a healthy and safe manner and that all municipal Health and Safety Guidelines (policies and procedures) and fire department SOG's and SOP's are complied with.
- v) Responsible to ensure that inspections are conducted in all emergency service buildings, vehicles and of all personal protective equipment and that they are in compliance with all applicable legislation.
- w) Work with the CAO-Clerk and department heads for the updating and maintenance of the municipal Asset Management Plan related to the Fire Department for Council's approval.
- x) To perform other duties as may be assigned by the CAO-Clerk.

3. Key Relationships

Internal

Council members: interaction as arranged with CAO-Clerk

CAO-Clerk: weekly interaction related to the fire department and emergency management affairs of the Municipality

Other Department Heads: as required interaction re inter-department activities and as part of Senior Management Team

Deputy Chiefs: weekly interaction

External

Public: frequent interaction responding to questions about the fire department

Other Levels of Government: as appropriate

4. Decision Making Authority

The Fire Chief has ultimate responsibility for overall management of the Fire Department.

5. Problem Solving Responsibility

The Fire Chief operates within a well-define legal framework. Problems may require significant research to solve.

B – POSITION SPECIFICATIONS

- NFPA 1021 Fire Officer Certification, Level IV preferred, accompanied by additional NFPA Certification in Fire Prevention, Fire Investigation, and completion of other applicable Ontario Fire College courses.
- Education in Municipal By-Law, Emergency Management, Public Administration, leadership and human resources management.
- Minimum ten (10) years' experience with a municipal Volunteer Fire Department including five (5) years as an Officer with eight (8) years' experience at a supervisory or management level, or equivalents.
- Certification as a Community Emergency Management Coordinator from the Office of the Fire Marshal and Emergency Management.
- Thorough knowledge of a variety of regulations including but not limited to the Fire Code, Fire Protection and Prevention Act, Emergency Management and Civil Protection Act, Highway Traffic Act, Occupational Health & Safety Act, Ontario Building Code, fire inspection and other legislation/regulations, guidelines and best practices related to the operation of a municipal fire department. Demonstrated knowledge of By-laws, Standard Operating Guidelines, Workplace Hazardous Material Information System and Municipal Governance and Policy is required.
- Demonstrated commitment to continuous improvement through performance measurement and benchmarking to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Excellent research, analysis, and policy development skills.
- Demonstrated knowledge of fire administration, suppression, fire-fighting techniques, and fire prevention and education.
- Excellent knowledge of laws, regulations, policies, and guidelines as they relate to emergency and protective services.
- Excellent interpersonal and public relations skills, with a key focus on customer service excellence.
- Excellent written and verbal communication skills.
- Exceptional organizational, planning and time management skills and the ability to balance diverse, changing and conflicting priorities.
- Superior computer proficiency in a Microsoft environment and demonstrated knowledge of information technology including experience with database management and GIS software.
- Effective management and leadership skills to build a successful team.
- Experience in budgeting, financial management, and project management.
- Conflict resolution, negotiation, and problem-solving skills.
- High level of confidentiality.
- Valid and in good standing Class DZ Ontario Driver's license.
- Valid and satisfactory Police Records Check with Vulnerable Sector Search.

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Fire Chief is responsible to perform the statutory duties of the Fire Chief under the Fire Protection and Prevention Act and the Community Emergency Management Coordinator under the Emergency Management and Civil Protection Act including the duties of; an assistant to the Fire Marshal, in accordance with provincial statutes and applicable Municipal By-laws. The Fire Chief is a natural leader and team builder who leads through active engagement, collaboration and a spirit of inclusivity at all levels of the Fire Service and with municipal staff. The Fire Chief will have a sound appreciation for the challenges faced, and will have the skills needed to develop realistic and innovative solutions.

Primary areas of responsibility include managing and directing the delivery of fire and emergency services including; code enforcement, fire safety inspections, fire prevention, fire suppression and rescue, fire investigation, public fire safety education, training, facility and equipment maintenance, and emergency planning and response.

The Fire Chief will provide leadership and guidance to the Station Chief(s), and volunteer/paid on call staff. The responsibilities will include actively participating in employee relations, maintaining safe work measures, and overseeing the administration training plans and programs.

2. Supervisory Responsibility

Directly supervises the Deputy Chiefs and Fire Inspector, and oversees supervision of all volunteer firefighters.

D – WORKING CONDITIONS

1. Physical Effort and Environment

- Available to respond and manage major emergencies, including incident command after regular hours of work, as required.
- Attend Council meetings and Committee meetings as required.
- Attend other meetings, such as budget, fire committee meetings, meeting with outside agencies, developers, or consultants, as required.
- Office environment and some travel within municipality to various locations and outside municipality (courses, seminars, meetings, special functions).

- Occasional after-hour and weekend work for special projects, responding to emergencies and attending public functions.

2. Mental Effort

- The mental strain resulting from the work of the Fire Chief is considerable and constant.
 - Capable of performing essential physical requirements of the position.
 - Exposure to unpleasant accident scenes which may include victim injury or death.
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