



# Job Description

Fire Chief/Director



## Position Synopsis and Purpose

(A position overview and how it connects to the big picture)

Provides direction and leadership of Operations and Administration of Fire and Emergency Services Department, including planning, developing, recommending and implementing of best practices methods. The implementation of Fire Prevention, Public Education, Fire Suppression, Training and Fire Investigation.

Prepares reports and recommendations to Council and other Senior Management Staff. Works within the City's Management Group as a Director and attends meetings and recommends/reviews and implements the Department's Operational and Capital Budgets. Assumes the role and statutory requirements of the Chief Fire Official under the Fire Protection and Prevention Act. Championing the City's Strategic Plan, as well as the Department's and the City's vision and Council's goals/decisions.



## Major Responsibilities

(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Contributes to the formation of Municipal Policies, Programs and Services at the Senior Management Level by giving and receiving information and advice to the Chief Administrative Officer, City Council and other Senior Management; participates in Corporate analysis and decision making processes and co-ordinates the Municipal Emergency Plan, drafts By-laws and prepares/recommends, reports, interprets and promotes Policies and decisions to staff. Assesses building stock and Community risk; co-ordinates the preparation of Fire Master Plan, prepares long-term and annual business plans necessary for assuring adequate and timely emergency response coverage and consideration of future population growth.	10
Provides leadership to the Emergency Services; develops a competent Management Team, uses current and recognized Management techniques and incorporates measurable performance indicators to meet rapidly changing conditions; meets the performance expectations of the community and demonstrates all economical, efficient and effective use of resources.	10
Ensures the development of Emergency Services Personnel, including training and educational programs; the supervision of the Fire Service Team; the development of formal and informal communication networks and the establishment of on-going rewards and recognition systems.	13
Establishes and implements Departmental Planning processes by assessing community needs, including needs analysis, establishing goals and objectives implementing action plans and review of said plans. Responsible ensuring we meet the Core Services of the Department.	5

Description	Approx. Time Spent (%)
Directs the development and update of the City's Fire Prevention and Inspections Standards in accordance with the Fire Code, OFM Guidelines and accepted Fire Prevention/Inspection principles and best practices, oversees fire-related plans review and approvals related to new/redevelopment, and participates in associated consultations/negotiations, as necessary. Oversees the Public Education Program.	5
Participates on Hiring Committees, trains develops and evaluates employees accountable to the Fire Chief in accordance with the Policies of the organization and best human resources practices. Fosters a Team environment by role modeling leadership behaviors, empowering employees reporting to the Manager and Building Team capability.	5
Assess Departmental staffing needs, makes recommendations on complement amendments and organizational structures, assists in the design of and leads in recruitment/promotional processes, and make effective hiring recommendations. Participates in Collective Agreement negotiations and on assigned Labor/Management Committees, and manages the Collective Agreement.	5
Conducts long and short term financial planning including the development of Capital and Operational Budgets. Attends budget meetings, as required, and submits budget proposals for Council's approval.	5
Establishes and implements financial management systems.	5
<p>Interprets and applies Legislation, Codes and By-laws.</p> <p>Establishes Policies and Operational Guidelines.</p> <p>Monitors performance of staff.</p> <p>Promotes and facilitates Public Education and Media Relations.</p> <p>Reviews and evaluates Departmental services and processes.</p> <p>Prepares purchasing documents for equipment. Fire related vehicles and apparatus.</p> <p>Makes recommendations to Council and Senior staff and attends Council Meetings.</p> <p>Assistant to the Ontario Fire Marshal.</p>	19
Responds to inquiries and/or resolves complaints from the public, staff, medical, business/organization with regards to Community Fire and Life Safety.	5
<p>Responsible to ensure Health and Safety compliance through inspections and safe work practices. Attends meetings for Health and Safety.</p> <p>Responsible to ensure Health and Safety incident investigations are completed.</p> <p>Commends personnel performance.</p> <p>Member of the City's Joint Health and Safety Committee.</p> <p>Co-ordinator of the City's Public Access Defibrillator Program.</p> <p>Performs other duties as may be assigned.</p>	13

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



## Required Training

(Description of training required in order to perform the major responsibilities)

- Emergency Management
- Public Administration and Governance
- Labour Relations
- Executive Fire and Emergency Services Officer

\*Attends training, workshops and seminars as appropriate and as required



## Minimum Qualifications

(Absolutely cannot do without)

### Education (degree/diploma/certifications)

- Ontario Fire College Graduate
- Post-Secondary Administration
- Incident Command/IMS  
Provincial Emergency Management Certified
- Advanced Leadership Development

### Experience

- Minimum of five (5) year's experience at a senior level.
- Ten (10) year's significant demonstrated experience in Municipal Emergency Services Operations and support including Administrative, Leadership and Incident Command experience.

### Knowledge/Skill/Ability

- Extensive working knowledge of related applicable legislation, practices and principals of Life Safety Protection.
- Excellent administrative, analytical, problem solving investigative, public relations, report writing communication presentation, organizational, leadership and public service skills.
- Significant knowledge and skills regarding labour relations.



## Preferred Qualifications

(The ideal candidate)

### Education (degree/diploma/certifications)

- Graduate Ontario Fire College
- Public/Business Degree in Administration
- NFPA Company Officer 1, 2 and 3
- DZ Driver's Licence

### Experience

- 5 year's experience Company Officer
- 8 year's experience as a Senior Officer
- 10 year's experience in Municipal Emergency Services Operations including administration, leadership and Incident Command
- 5 year's experience as a Community Emergency Management Co-ordinator

### Knowledge/Skill/Ability

- Extensive working knowledge of related applicable Legislation, practices and principles of Fire Protection.

- Excellent administrative analytical problem solving, investigative, public relations, report writing, communication presentation, organizational leadership and customer service skills.
- Availability for on-call/standby, assignments to attend at fire/emergency scenes and meetings.
- Ability to train, supervise and lead sub-ordinate personnel.
- Ability to exercise sound judgement in evaluating situations and in making decisions.



### Work Setting

(Description of the work environment and nature of people interactions)

### Contacts

Frequency Legend	
<b>Constant</b> – every day for most of the day	<b>Occasional</b> – bi-weekly to monthly
<b>Frequent</b> – daily	<b>Rare</b> – once in a while
<b>Regular</b> – weekly	

Contact	Frequency	Nature of Interaction
Members of Council	Regular	Provide information and advice and assist in dealing with inquiries and complaints.
CAO	Regular	To provide information and advice and assist in dealing with inquiries and complaints.
Fire Prevention Officer	Regular	Discussions regarding and delivery of Department priorities, goals, strategic initiatives; provide advice and direction for dealing with project issues and customer problems; and, workplace coaching and mentoring.
Full-time Fire Fighters	Regular	Information sharing, conflict resolution, workplace coaching and mentoring.
Exec. Administrative Assistant	Frequent	Discussions regarding and delivery of Department priorities, goals, strategic initiatives; provide advice and direction for dealing with project issues and customer problems; and, workplace coaching and mentoring.
Volunteer Fire Fighters	Regular	Information sharing, conflict resolution, workplace coaching and mentoring.
Directors	Regular	Provision of comments on Department related matters; partnership and involvement with issues/conflict resolution; provision of support and assistance; information gathering and sharing; and

Contact	Frequency	Nature of Interaction
		ensuring co-ordinator of development related functions and activities.
Members of the Public	Regular	<ul style="list-style-type: none"> <li>• Dealing with complaints</li> <li>• Providing service</li> <li>• Assisting with other Agencies</li> </ul>
Regional Fire Chiefs	Occasional	<ul style="list-style-type: none"> <li>• Monthly meetings</li> <li>• Regional issues</li> <li>• Mutual Aid Planning</li> </ul>
Support other Agencies	Occasional	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• Victim Services</li> <li>• Regional Government</li> <li>• Fire Marshal's Office</li> </ul>

### Working Conditions

Consider work environment (i.e., open/shared, enclosed office). Consider any hazards, disagreeable conditions; the requirement to be 'on call' or work extensive overtime

- On call 24/7
- Highly stressful
- Inclement weather
- Emergency Response Hazards
- Multi-tasking
- Dealing with difficult people
  - Internal
  - External
- Very demanding work environment
- Initiating and Managing Change
- Physical and Sensory Demands
- Solution Orientated Thinking



## Accountability & Initiative

### Independent Decision Making

List examples of decisions made or duties performed without reference to your supervisor or subsequent checks.

- Emergency responses
- Platoon/Shift coverage of personnel
- Directing Fire Prevention Enforcement
- Attending Regional Fire Chief's/updating Mutual Aid Plan
- Co-ordinating Public Access Defibrillator Program
- Co-ordinating maintenance of apparatus, vehicles and equipment
- Budget controls
- Preparing apparatus specifications

### Consultative Decision Making

List examples of decisions made or duties performed which require consultative approval from your supervisor.

- Writing administrative reports
- Finalizing budget proposals
- Budget overruns
- Human Resource Issues
  - Hiring
  - Termination

### Decision Making Guidelines

What guidelines, standards of practice, procedures manuals, etc. govern your decision making and actions.

- Ontario Human Rights
- Occupational Health and Safety Act
- Ontario Fire Code
- The Fire Prevention and Protection Act
- Corporate Policies
- Operational Guidelines
- Fire Department Policies

### Financial Accountability

State any financial responsibility held by this position and list amount (e.g. Budget preparation, monitoring and/or control, petty cash, purchasing/signing authority, financial analysis, financial control etc.)

- Preparation of annual budget
- Stay within budget
- Signing off on all expenditures
- Staying within Corporate Policies
- Reviewing Monthly Statements



## Physical Skill and Effort

(Describe both physical skill and effort necessary to perform the job)

### Physical Skill

### Physical Effort

#### \*Legend

**N/A** = Not applicable    **Occasional**= Up to 30%    **Frequent** = Up to 80%    **Constant** =Over 80%

Demands	Duration
Minimal Exertion – a variety of sitting, standing, walking	Frequent
Moderate Exertion – some climbing, extensive walking	Occasional
Heavy Exertion – constant standing and/or walking; pushing/pulling	Occasional
Lifting – provide average weight/example	Occasional
Keyboarding	Occasional
Intensive visual concentration -(e.g., reading reports, data analysis)	Frequent
Intensive listening concentration (e.g., interviews, taking minutes)	Occasional
Intense mental concentration – (e.g., assessment, reporting, problem solving, collaboration)	Frequent

\*\*\*\*Describe the physical activities associated with the job (e.g., lifting, carrying, pushing, pulling, and stretching in the boxes above.



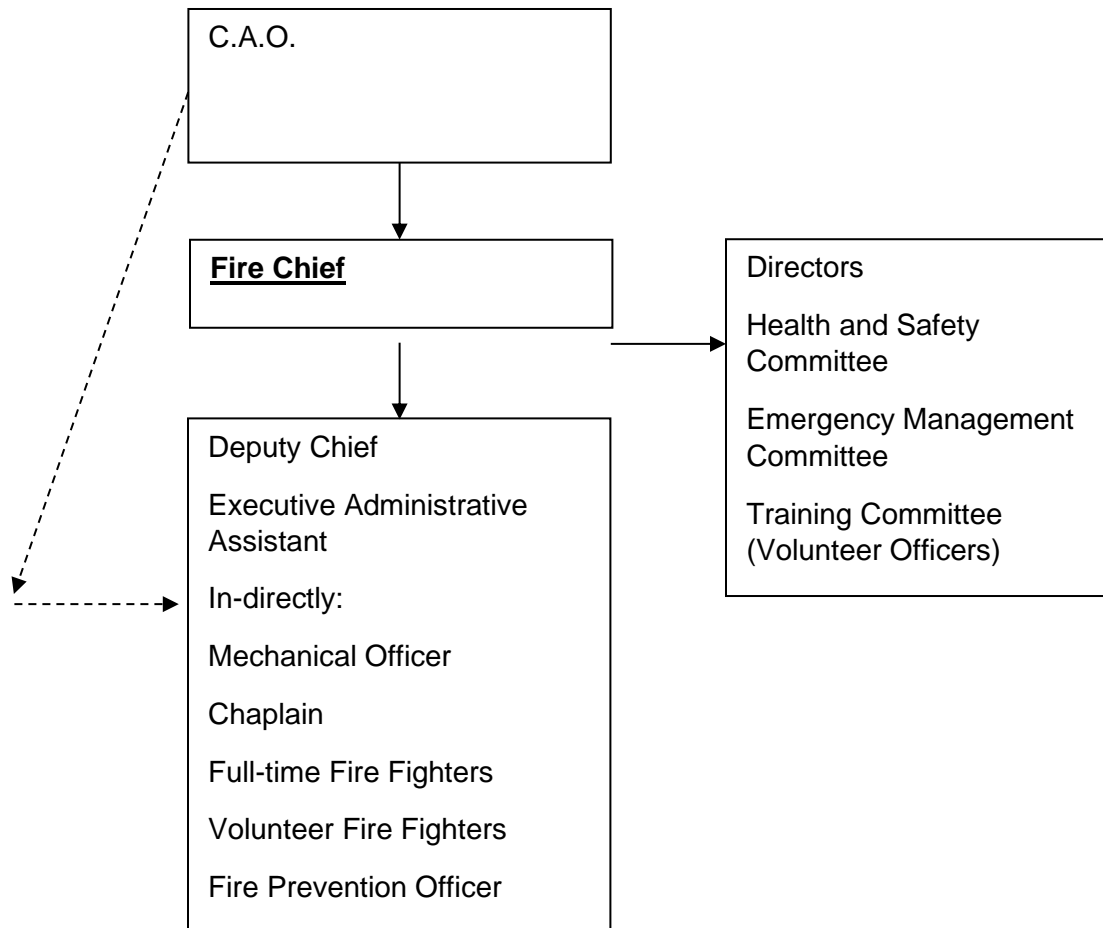
**Position Classification**  
(Where this position fits)

<b>Position Title:</b> Fire Chief	<b>Division:</b> Fire & Emergency Services
<b>Department:</b> Administration	<b>Classification:</b> Management
<b>Positions Supervised Directly:</b> Fire Prevention Officer Executive Administrative Assistant Four (4) Full-time Captains Eight (7) Full-time Fire Fighters Six (6) Volunteer Captains Twenty-Eight (28) Volunteer Fire Fighters One (1) Part-time Mechanical Officer One (1) Department Chaplain	<b>Reports to (Direct):</b> Chief Administrative Officer
<b>Effective Date:</b>	<b>Positions Supervised Indirectly:</b>
<b>Salary Grade:</b>	<b>Revision Date:</b>
	<b>Hours per Week:</b> 35



## Organizational Chart

List the reporting relationship of this position to others within the immediate department.




---

Once the job description has been completed, ensure the Director/CAO has reviewed the job description, discussed any points and/or comment that have arisen, and made changes accordingly.

Forward the final version, with all applicable signatures, to Human Resources.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

CAO's Approval: \_\_\_\_\_

Date: \_\_\_\_\_