

TOWNSHIP OF HAVELOCK-BELMONT-METHUEN

Job Description

Position:	Fire Chief / Manager of Fire and Emergency Services		
Department:	Protection Services		
Reports to:	Chief Administrative Officer		
This job description is:	New	Revised	x
			Salary Grade: Level 10 \$112,237 - \$130,125

JOB SUMMARY:

Reporting to the Chief Administrative Officer (CAO), the Fire Chief / Manager of Fire and Emergency Services is required to ensure the development, provision and maintenance of effective and efficient Emergency Services; to oversee fire suppression, fire prevention, training and medical responses; to update and maintain all emergency measures and risk management through facilitation and co-ordination of various organizations, agencies and Ministry bodies; and to provide leadership and direction to the Township in the development, promotion and implementation of the Township's emergency services programs and services.

DUTIES AND KEY RESPONSIBILITIES:

Department Leadership & Operations

- Oversee the operation and the direction of the Fire Department ensuring professionalism and quick response by personnel to emergency situations and service calls.
- Approve and put into operation the type, scope and range of programs and services to be provided by Fire Department personnel.
- Provide leadership to the department and to the Township on all matters related to fire suppression and emergency services (Police, EMS, Fire) in order to maximize awareness, effort and efficiency.
- Ensure application of consistent operating practices and measures to eliminate error and control risk, while department personnel are engaged in emergency responses and fire suppression

Training, Staff Development & Supervision

- Oversee the scheduled training program initiated by the Deputy Fire Chief ensuring appropriate funding and other resources are made available in order to maximize return of financial expenditures to the Township.
- Establish and monitor performance factors and targets for department personnel and

operations submitting an annual evaluation of the department's operational effectiveness to Council each year.

- Oversee the recruitment, selection and orientation of staff and recommend deputies, training officers, and other senior volunteer positions within the department.

Strategic Planning & Governance

- Establish and implement departmental goals and objectives.
- Attend Council as required to provide information and to make recommendations with respect to departmental operations and needs.
- Ensure plans and activities are documented according to policies, procedures and standards, and interpret the vision, mission, goals and objectives of the Township and the department.
- Direct and educate municipal staff and Council on provincial requirements.

Compliance, Records & Administration

- Establish appropriate administrative practices and controls to ensure all provincially regulated emergency measures and fire service files, investigations, inspections, reports, etc. are relevant, properly maintained, compliant and available upon request by the proper authorities.
- Ensure application of consistent operating practices and measures to eliminate error and control risk, while department personnel are engaged in emergency responses and fire suppression.

Emergency Management & Interagency Coordination

- Act as the Township's Community Emergency Management Coordinator
- Liaise with upper tier emergency response services such as EMS and OPP.
- Establish mutual aid agreements and alliances, and manage cross-border issues, in a manner consistent with Township objectives.
- Define the priorities, issues and concerns, negotiate principles and contract parameters for cross-border and shared services.
- Represent the Township on area committees for coordination with Police, Fire and Ambulance Services.

Financial Management & Resource Planning

- Determine budget requirements for personnel, vehicles, equipment and related materials.
- Present budget requirements to Council and advocate for priorities and essential expenditures.
- Develop monitoring practices to provide appropriate controls are in place to ensure department stays on budget.
- Direct the exploration of cost-effective options and measures that will add value to the service.
- Initiate and investigate opportunities for cost sharing, sponsorship and revenue generation.

Communications, Public Education & Community Relations

- Maintain all information, binders, pamphlets and other materials required by Council and the general public as part of the department's public education and awareness program.
- Develop formal communication and information sharing networks and sources of information, in order to advance the professionalism and the effectiveness of department personnel.
- Create opportunities for proactive public relations by establishing communication plans and lead the public relations activities.
- Lead communication strategies through participation in public education sessions.

911 Program Oversight

- Ensure the administration of the 911 program meets the current and future needs for the Township.
- Ensure all documentation, upgrades and changes to 911 data including mapping and the notification of emergency response agencies, is carried out in a timely and effective manner.

POSITION REQUIREMENTS:

- Completion of post-secondary education in Fire Services, Public Administration or related.
- NFPA 1021 Fire Officer I, II and III (minimum), NFPA 1031 Fire Inspector, NFPA 1041 Fire Instructor, NFPA 1521 Incident Safety Officer certification.
- Minimum of five (5) years progressive experience in Fire Services, with experience at Fire Captain or above.
- IMS 100, 200 and 300 or ability to obtain.
- Demonstrated administrative experience with budget preparation, program management, analysis, evaluation and decision making.
- Experience working within a municipal government.
- Thorough knowledge of relevant legislation, policies and procedures, and regulatory requirements applicable to fire and emergency services.
- Demonstrated ability to maintain confidentiality and handle sensitive information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Demonstrated superior public relations and communication skills.
- Demonstrated supervisory experience, including establishing performance goals, coaching staff, providing training, and evaluating performance.
- Demonstrated computer skills in Microsoft Office, Map Info; experience implementing new systems is considered an asset.
- Valid Ontario "DZ" Drivers' License

COMPETENCIES:

- Demonstrated ability to manage multiple priorities, adapt quickly to changing demands, and deliver results in a fast-paced environment.
- Demonstrated ability to build effective working relationships, collaborate across teams, resolve conflict constructively, and influence or negotiate to achieve shared outcomes.
- Strong verbal and written communication skills, with the ability to present information clearly to diverse audiences.
- Demonstrated professionalism, discretion, and commitment to ethical practice, confidentiality and legislative compliance.
- Demonstrated ability to obtain agreement from multiple parties, explore alternative/positions that gain all parties' support and acceptance.
- Demonstrated ability to act in accordance with established guidelines, follow standard procedures and enforce policies, procedures, and legislation such as *Employment Standards Act*, *Occupational Health and Safety Act*.
- Demonstrated leadership ability, including setting expectations, coaching staff, supporting development and evaluating performance.

WORKING CONDITIONS:

- Work in a typical office environment with regular travel outside the office to conduct studies, research and investigations and to attend fire calls when required.
- Regular overnight and weekend calls.
- Occasional requirement to represent the division at public inquiries, and legal cases.
- Frequent stress associated with requirement to work extra hours to meet deadlines and attend meetings and emergency response.
- Occasional exposure to environmental conditions when attending stations, crew onsite visits.
- Required to be on call and to work varied hours due to unexpected circumstances in Emergency Services. Attendance is required at public meetings, council meetings and dealing with allied agencies and institutions and 24-hour 'on-call' service calls daily for work direction and notification of staffing or operational issues.

CONTACTS:

- Council Members, CAO, Clerk, Treasurer, for the exchange of information, provision of advice and assistance on matters related to departmental activities.
- Volunteer fire fighters to exchange information, provide advice and direction and to supervise them on specific assignments.
- Staff from other departments of the Township to coordinate work as required.

- Senior members and leaders of other municipal and provincial organizations involved in emergency measures and response.
- General public to exchange information, provide support, maintain good relations.
- Police, Crown Counsel and legal counsel representing interested parties on matters related to emergency activities provided by the Township Fire and EMS services.