

Municipality of West Elgin

Job Description

Title: Part – Time Fire Chief

Reports To: CAO

Purpose of Position:

The Fire Chief has responsibility for the overall operation of the department reporting to Council through the CAO. As part of the senior management team, participates in the overall stewardship of the municipality. He/she will prepare and administer the Fire Department budget, report to and assume command at major incidents, supervise fire prevention and public education activities, supervise training programs and assist in the development of these programs, purchase all major equipment and confer with Council and the senior management team to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.

Principal Responsibilities

1. Shall have charge of the conduct and general operation of the Fire Department consisting of two (2) fire halls located in Rodney and West Lorne in accordance with the goals and objectives of the municipality as established by Council.
2. Prepares such general orders and departmental rules as maybe necessary for the care and protection of the department and generally for the efficient operation of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws or policies of the municipality.
3. Periodically reviews and drafts policies and procedures of the department and may establish an Advisory Committee consisting of such members as he/she may determine from time to time to assist him/her in these duties.
4. Responsible to take all proper measures for the prevention, control and suppression of fires and for the protection of life and property and shall enforce all municipal by-laws respecting fire prevention and exercise the powers imposed on him/her by the Fire Protection and Prevention Act and other legislation.
5. Responsible for the enforcement of general orders and departmental rules.
6. Report all fires and incidents to the Fire Marshal as required by the Fire Protection and Prevention Act (FPPA) and regulations thereunder and other provincial laws for which the Fire Chief is an enforcing officer.
7. Inspects, upon request, all manufacturing and retail establishments, churches, schools, institutions, public buildings and place of public assembly and

residences for fire hazards. The Fire Chief may designate any qualified officer or firefighter as fire prevention officer, to assist in such duties.

8. Maintains a record of the attendance of members of the department at all fires, scheduled practices and other training sessions, the particulars of every fire call and every fire reported to the department and the apparatus, equipment and supplies used for each fire call, and any breakages, shortages, equipment and supplies, and any other information that may be required from time to time by the Council or the CAO.
9. Submit an annual report and monthly reports to the Council and CAO, or more often if requested, outlining the activities of the department, the losses of life and property suffered by fire, the condition of existing equipment, the need for additional or replacement equipment and any other fire matters.
10. Responsible for all duties as assigned to the Fire Chief in the Municipal Emergency Plan.
11. Responsible for managing and filing, in compliance with Municipal Records Management Policy, all Fire Department records, including training records, incident reports, personnel files, investigations, etc.
12. Performs such additional duties as assigned by Council and the CAO.

Human Resources

1. Has a direct responsibility for the activities of two (2) fire stations consisting of approximately two (2) District Chiefs, Seven (7) Captains and forty (40) volunteer firefighters, as well as performance of external advisors and service providers.
2. The Chief shall maintain the proper decorum, discipline and efficiency of the fire department at fires, alarms and training and in the discharge of all department duties.
3. Ensures that all members of the department receive adequate training in firefighting techniques and in any other area required by by-law or statute.
4. Ensures the department's compliance with all relevant health and safety regulations including the Occupational Health and Safety Act, WHMIS and W.S.I.B. regulations and all municipal policies.

Financial Resources

Participates in preparation of detailed operating and capital budget for the Fire Department and is accountable for the administration and monitoring of expenditures within his/her area of responsibility. Endeavours to ensure the Municipality takes advantage of all available provincial, federal and other funding sources, if any.

Material Resources

Ensures the safety, maintenance and management of all equipment, vehicles, facilities and material resources utilized in the provision of services provided by the department to the ratepayers of the municipality.

Skill and Effort

Knowledge

1. A graduate of the Ontario Fire College courses as required for a Fire Chief, NFPA 1021 Level II minimum, Level IV preferred, along with post secondary education in Public or Business Administration.
2. Possesses knowledge and skill in the safe operation of all types of fire and emergency vehicles, equipment and safety and protective devices.

Experience

1. Minimum seven (7) years of progressive fire service experience and a minimum of three (3) years of experience in a supervisory or management level position.

Physical Skill and Effort

1. Able to walk long distances, wear personal protective equipment (including but not limited to SCBA and/or respirator) and climb ladders/scaffolding while conducting inspections in difficult environments, including post fire.
2. May be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically demanding situations.
3. The Fire Chief will have to carry heavy firefighting equipment while climbing ladders and going through buildings. The Fire Chief may be exposed to life-threatening hazards, hazardous substances and chemicals, including fire and smoke, extreme weather conditions, heights, confined spaces, and/or loud noises. The use of personal protective equipment will be required.

Decision Making/Judgment

1. Work is performed under the direction of Council with access to the CAO, co-ordinators and the officials of the appropriate ministries for assistance and information. Access is also available to policy and manuals as required. Assists Council in Policy development.

2. Judgement is exercised in:

- a. Directing the operation of the fire department ensuring conformance to By-law 2016-08, budget limitations, established standards and policies of the municipality.
- b. Developing department policy for Council approval and identifying and resolving problems for the department, as required.
- c. Evaluating the effectiveness and cost-efficiency of services and formulating appropriate recommendations for new or modified services to be provided by the fire department.
- d. Developing manpower strategies to maximize utilization of staff and to ensure effective training and development systems are in place.

Interpersonal Skills/Contacts

1. Interpersonal skills to provide effective leadership to the department and to ensure harmonious public relations at all times with the general public.
2. Serves as part of the senior management team of the municipality together with the CAO, Treasurer, Public Works Superintendent, Building Inspector, By-Law Officer and Planner.

Internal

- a. With Council: to provide advice and information and guidance on departmental matters.
- b. With CAO: to discuss departmental and corporate matters.
- c. With CAO/CEMC for Emergency Management Training, exercises, actual event management.
- d. With all Co-ordinators and various staff members for discussion of municipal business and the exchange of information.

External

- a. With various ministry officials for advice and information as required.
- b. With the CEMC (Community Emergency Management Coordinator) for the County of Elgin on all emergency planning matters relating to the municipality and County.
- c. With peers in other municipalities to obtain and share information and resources used in the mutual aid system.

- d. With the general public regarding Council meetings, to provide any exchange of information, to relay decisions, to advice of municipal policy with respect to the department, to respond to complaints, etc.
- e. With municipal solicitor to obtain advice regarding legal documents, agreements deeds, by-laws, etc.
- f. With the media as necessary in relation to Council decisions and meetings which relate to the fire department.
- g. With outside consultants and contractors to review their on-going work with the municipality.
- h. Promote a positive, professional image of the Municipality of West Elgin at all times while providing consistent high-quality customer service.
- i. Provide timely and professional response to questions, complaints and concerns from internal and external customers.
- j. Respect client and staff confidentiality.

Working Conditions

Environment

Works in a clean office environment and visits outside work sites on an “as required” basis. Is required to attend at and inspect all types of commercial, industrial, farm, residential and other buildings. The Fire Chief may be required to attend at fire sites and other locations under dirty and/or hazardous conditions. May attend fire calls and/or emergency scenes.

Control over Work Schedule

- a. Works in excess of normal hours to attend meetings or attend to emergency situations as required.
- b. Is responsible for the scheduling of work to ensure that deadlines are met
- c. Work approximately 10 to 15 hours per week.