

## **The Township of Alnwick/Haldimand – Job Description**

**Job Title: Fire Chief/Community Emergency Management Coordinator**

**Reports To: Chief Administrative Officer**

### **Main Purpose**

Reporting to the Chief Administrative Officer, the Fire Chief position's main purpose is to be responsible for the overall management and operation of the Alnwick/Haldimand Township Fire Rescue Department. This includes: fire prevention, fire suppression, emergency response, training, Fire Code enforcement, and public education/community relations. In addition, the position is also responsible for the Township's emergency management program serving as the Community Emergency Management coordinator.

### **Duties and Responsibilities:**

- Recruits, trains, and directs the activities of the volunteer firefighters.
- Understands and ensures compliance of the *Occupational Health and Safety Act, 1990* and regulations to enforce the health and safety of volunteers, by maintaining a safe and healthy work environment.
- Understands and enforces the Municipality's health and safety policy and procedures.
- Ensures all members operate in compliance with the *Occupational Health and Safety Act, 1990*, Section 21 Guidance Notes, *Highway Traffic Act, 1990*, and other legislation as required.
- Ensures compliance in accordance with Provincial legislation with respect to policies and procedures of the Municipal Fire Department.
- Oversees the Fire Prevention function including directing the development of public education, Fire Prevention and Fire Inspection programs, fire investigation and cause determination, ensuring compliance with the *Fire Protection and Prevention Act (FPPA)* as it related to mandatory Fire Prevention requirements, and assists with the delivery of public education/prevention/inspection programs as required.
- Reviews and discusses with the Officers of the Fire Department to obtain their thoughts, opinions, and ideas pertaining to any aspect of the fire department; and maintain discipline and morale of the department as a whole.
- Discharges the duties and responsibilities of the Incident Commander at major emergency scenes when assuming command; and oversees/facilitates required Ontario Fire Marshal's Office investigations and associated incident report investigation.
- Responsible for declaring a Fire Ban in accordance with Municipal policies.
- Assists in determining the origin and cause of fires in conjunction with Company Officers and/or allied agencies.
- Ensures that sufficient volunteer firefighters are available, trained, and prepared to respond to and carry out fire department duties.

- Prepares and administers the Fire Services capital and operating budgets.
- Purchases all major equipment for the Fire Department, while following procurement policy.
- Oversees and coordinates the professional services that are purchased by the emergency services department. This includes independent contractors and suppliers.
- Conducts long- and short-term financial planning for the Fire Department.
- Meets regularly with the volunteer Deputy Chiefs and other officers to ensure that they are following the procedures and goals of the department.
- Maintains an effective working relationship with the provincial ministries, the County, neighboring municipalities, conservation authorities, consultants, engineers, the media, and others.
- Attends various Fire related meetings (Senior Officer's Meetings, County Chiefs Meeting), Regular Council Session (held on the first Thursday of each month), site visits, monthly department head meetings, as well as any other meetings relative to completing the position's duties and responsibilities.
- Completes progress reports monthly to be submitted and reviewed at the Regular Council Session (open and/or closed) held on the first Thursday of the month.
- Recommends to Council the hiring of personnel as required to maintain the manning level as established by Council.
- Advises Council on strategic issues associated with emergency and related services.
- Assists the Human Resources Department in reviewing and assessing the current job descriptions of all Officers of the Department, as well as the fire fighter's job descriptions.
- Develops, reviews and implements firefighting policies and procedures in accordance with the establishing By-Law and the Office of the Fire Marshal under the *Fire Protection and Prevention Act, 1997, S.O. 1997 c.4*, and regulations.
- Reviews existing fire related municipal by-laws to ensure that they are current, in conformance with Provincial legislation.
- Ensures existing Standard Operating Guidelines are in compliance and current.
- Determines which areas of operations, logistics, policies, or programs that need to be in compliance with respect to current standards.
- Reviews and assesses training procedures, programs, and initiatives to ensure they meet the requirements and provisions of the legislation (PTSD policy/plan).
- Maximizes service potential of all volunteer fire fighters through continuous team leadership, participation, and demonstration.

- As the CEMC, establishes, updates, coordinates, and implements the Township's Emergency Plan while carrying out all duties and ensuring all requirements of legislation are met.
- As the CEMC, ensures compliance with the Emergency Management and Civic Protection Act. This includes ongoing maintenance of the Township's Emergency Plan, and being the Chair of the Emergency Management Program Committee.
- As the CEMC, is responsible for educating the public with regards to the Township's Emergency Plan.

#### Formal Education Qualifications Required

- Degree or diploma in a discipline such as Administration, Management or Business;
- Must possess or obtain within a reasonable time frame the Community Emergency Management Coordinator (CEMC) designation;
- Must possess or obtain within a reasonable time frame the By-Law Enforcement certification.

#### Municipal Experience

- Ten (10) years of firefighting experience with five (5) years in a supervisory capacity.

#### Necessary Knowledge, Skills, and Abilities

- Thorough knowledge of firefighting and emergency response, applicable legislative/regulatory standards including The Fire Protection and Prevention Act, The Occupational Health and Safety Act and NFPA Standards;
- Thorough knowledge of budget formulation practices, local government functions and employee relations practices;
- Valid DZ Driver's License in good standing;
- Current CPR and First Aid with AED;
- Computer proficiency and report writing;
- Demonstrated leadership, team building, interpersonal, organizational, supervisory, public relations and conflict resolution skills;
- Demonstrated communication, critical thinking, time management and problem-solving skills;
- Must have excellent public relations and interpersonal skills.

#### Working Conditions and Physical Requirements

- While performing the duties of this job, the employee is occasionally required to stand; walk; use hand to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell;
- Specific vision abilities required for this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus;

- The noise level in the office environment is usually quiet to moderate;
- Attendance at occasional evening meetings;
- Likelihood of long work weeks;
- Required to attend emergency response locations, which can be any time of the day or night and in all-weather situations;
- On call 24/7, a cell phone is provided for on call purposes;
- Frequently encounters confrontational attitudes by members of the public;
- Statutory procedures must be followed scrupulously;
- Constant attention to detail required;
- The work period is Monday to Friday, (9:00 a.m. to 4:30 p.m.). Thirty-five (35) hour standard employment work week. However, hours may vary due to the nature of the position;
- May be required to work after hours to perform the tasks and responsibilities of the position of Municipal Fire Chief.

#### Other

The statements contained in this job description reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the work load.