



## **JOB DESCRIPTION**

**POSITION TITLE:** Fire Chief (Full Time)  
**DEPARTMENT:** Fire Department  
**DIRECTLY RESPONSIBLE TO:** Chief Administration Officer/Clerk (CAO)  
**INDIRECTLY RESPONSIBLE TO:** Council

### MAIN PURPOSE

Working under the general direction of the CAO, the Fire Chief is accountable for the overall management and operation of a volunteer Fire Department including fire prevention, fire suppression, emergency response, training, Fire Code enforcement and public education/community relations. The Fire Chief provides leadership and technical expertise regarding the development and implementation of service levels, policies and long-range strategies, operating and capital budgets and participates as a member of the Township's senior management team. The Fire Chief's role is primarily administrative in nature and involves responsibility for the planning, directing and controlling of all fire department activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, the assignment of personnel and equipment. The fire chief consults with the CAO on issues of policy and planning but works independently in supervising technical operations. The Fire Chief is ultimately responsible to Council for the delivery of Fire Protection Services as defined in the *Fire Protection and Prevention Act* and ensures that the level of service approved by Council is provided to the municipality.

### KEY RESPONSIBILITIES

- Plans, directs and supervises through subordinate officers the activities of the Fire Department as specified in Lanark Highland's Fire Department Establish and Regulate By-Law (E&R) as amended from time to time.
- Ensures adequate records are kept of all required maintenance and training.
- Monitors the Department's overall performance (fire suppression, fire prevention, emergency response) to ensure that the Lanark Highlands' Fire Department meets established goals and objectives, and submits periodic performance reports to the CAO and Council with identification of corrective action as necessary.

- Reviews, on a regular basis, the municipality's E&R By-Law, to ensure that operations are consistent with the provisions of the By-Law and recommends changes to the By-Law to Council where appropriate, in consultation with the CAO.
- Monitors trends, best practices and developments in fire protection services for possible application to the Municipality.
- Establishes and implements departmental planning processes by assessing and forecasting the Municipality's needs for fire suppression and fire prevention, including the identification of potential risks and public safety hazards, by conducting simplified risk analysis and by such other research and analysis as necessary.
- Develops standard operating guidelines / procedures, general orders and department rules as may be necessary for the care and protection of the Department, its equipment and personnel and generally for the efficient operation of the Department.
- Develops and implements a Fire Prevention Program for the Municipality including public education, advice and regular inspections; oversees and assists with conducting inspections in accordance with the *Fire Protection and Prevention Act* for industrial and commercial establishments, churches, schools, institutions, public buildings and private residences.
- Assumes the duties and responsibilities of an incident commander at major emergency scenes as required and on call 24/7 for emergency situations.
- Ensures the cause and origin of fires are investigated and all reports on emergencies are prepared for the Office of the Fire Marshall in a timely fashion, as well as attendance, when required, at court and at meetings with insurance adjusters.
- Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the Department will maintain, and where possible improve, the level of service in the municipality.

## **Human Resources**

- Maintains discipline and morale in the Fire Department and ensures that the Department operates as an integrated and cohesive unit.
- Develops training programs and implements in accordance with accepted standards to improve the understanding and skill of all staff in firefighting and rescue procedures, emergency medical response and other emergency services as set out in the E&R By-Law.
- Supervises an administrative assistant and directly supervises all departmental officers and indirectly supervises all volunteer firefighters.
- Develops and maintains an annual training plan for all members of the Lanark Highlands' Fire Department in accordance with the approved annual departmental

budget and provides regular review and status updates of said annual training plan to the CAO and Council as appropriate.

- Manages and administers the development of training programs, the training and certification of volunteer firefighters in accordance with (NFPA Standards) and mentoring/coaching of all Lanark Highlands' Fire Department's members.
- Provides leadership to all members of the Department using current and recognized management techniques to develop a competent, organized and fully integrated Fire Department.
- Meets regularly with the Deputy Chief and other Officers to ensure that they are following the procedures and goals of the Department.
- Develops and administers a volunteer firefighter recruitment program appropriate for the Municipality in accordance with the Lanark Highlands' Fire Department staffing levels approved by Council.
- Provides overall human resource management of all Lanark Highlands' Fire Department members, in consultation with the CAO and/or council where appropriate, including recruitment, selection, promotion, reprimanding, suspension and dismissal pursuant to the Municipality's E&R By-Law, policies and procedures.
- Supervises the performance appraisal program and conducts regular appraisals of those under direct supervision.
- Ensures compliance with Occupational Health and Safety Fire Service Section 21 Guidance Notes, Municipality's approved health and safety policies and procedures and other applicable legislation relating to workplace health and safety.

## **Financial Responsibilities**

Manages the financial administration of the Department, including:

- Preparing the estimates, annual budget plans and long term capital plans;
- Implementing annual budget plans;
- Monitoring budgets and taking corrective action when necessary; and
- Seeking out, reviews and submitting applications for eligible grants and subsidy programs.
- Develops and maintains a preventative (life cycle) maintenance program for the buildings, facilities, fleet and equipment used by the Department.
- Develops short and long-term strategies, plans, budgets and needs analysis for all functions and services of the Department.
- Purchases all supplies and equipment, subject to Municipal procurement policies and approved budget and ensures the maintenance of same.

## Communications and Liaison

- Develops and / or maintains shared service arrangements with other municipal Fire Departments and/ or Lanark County for emergency backup response and liaises with representatives of neighbouring fire departments to ensure adequate mutual aid agreements are made for mitigating major emergency incidents. Participate in the Lanark County Mutual Aid Plan.
- Attends meetings of the Lanark County Mutual Aid Association, Lanark County Fire Chiefs and Lanark Highlands' Fire Department Officers meetings.
- Fosters proactive, effective and professional relationships with fire authorities and personnel in other municipalities, Counties, as well as the general public.
- Ensures that inquiries and complaints regarding fire department activities or responsibilities are handles promptly, efficiently, effectively and with courtesy.
- Prepares correspondence and monthly, annual and special reports as required for the Office of the Fire Marshall, other outside agencies, the CAO or Council.
- Coordinates with the Planning & Building Departments regarding fire prevention aspects of the *Building Code* for permit processing and inspection.
- Participates in public relations programs by speaking to groups and organizations or representing the Fire Department at community and special functions.
- In consultation with the CAO, acts as a point of contact to discuss and provide comments on issues related to Departmental operations and services. May attend at major occurrences to provide information to the media.
- Prepares reports on emergencies for the Office of the Fire Marshal; attends when required, court and meetings with insurance adjusters.
- Attends Council, Committee, departmental and other meetings, as required.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

## Qualifications

### Education and Training

- Secondary School graduation
- Minimum NFPA 1021 Fire Officer I
- Continuing education seminars in fire suppression, prevention, inspection and Fire Code enforcement, training
- Appropriate designations re: CPR and First Aid
- Applicant must possess a valid DZ drivers' licence

## Experience

- Minimum 7 years of firefighting experience.
- Minimum 5 years of in a rural volunteer fire department.
- Progressive responsibility within the fire service, including a minimum 3 years as an officer.

## Knowledge

- Extensive knowledge of statutes, codes, regulations and by-laws pertaining to fire protection services, fire prevention and training and Occupational Health and Safety regulations section 21 Guidance Notes;
- Extensive knowledge of modern firefighting prevention and suppression methods and techniques including fire scene investigations, trends and developments in fire suppression and prevention.
- Knowledge of rescue and first aid procedures, safety procedures, rules and equipment.
- Knowledge of Incident Management System.
- Knowledge of conflict resolution techniques.
- Knowledge of the challenges and issues affecting rural fire services.
- Knowledge of records management procedures and processes.
- Working knowledge of Microsoft Word, Excel, PowerPoint, email and internet.

## Skills and Abilities

- Strong management skills, decision-making skills;
- Ability to manage a volunteer fire department in a rural environment.
- Ability to develop and maintain a working environment which promotes positive morale and teamwork.
- Excellent research, analytical, problem-solving and policy development skills.
- Strong communication skills (written, verbal, and interpersonal), including presentations, and report-writing and public relations.
- Ability to provide advice and information to senior municipal officials such as the CAO, Council.
- Ability to develop departmental plans, budgets, training plans, asset management plans, work plans and strategic plans.
- Ability to develop by-laws, operational policies and standards appropriate for rural fire services.

## Personal suitability

- Strong decision-maker
- Team building
- Excellent communicator
- Judgement
- Initiative

## Asset Qualifications

- Post-secondary degree or diploma in a related field would be an asset and/or an acceptable combination of education/training and experience.
- Formal education or experience in a management and/or leadership position
- NFPA 1021 Fire Officer 2.

- Basic Emergency Management.
- Preference may be given to candidates who possess additional qualifications in fire education and training, including but not limited to:
  - NFPA 1031 Fire Inspector
  - NFPA 1033 Fire Investigation
  - NFPA 1040 Fire Instructor
  - NFPA 475 Hazardous Material Awareness
  - NFPA 1001 Firefighter I and II
- Consideration may also be given to candidates who possess education or experience in one or more non-fire related municipal operations or services.