REPORTS TO:

Chief Administrative Officer

POSITION SUMMARY:

This position is responsible for the efficient and effective administration and operation of the Fire Department including the delivery of fire prevention and education services, fire suppression services, emergency planning, and first response medical services.

**MAJOR DUTIES & RESPONSIBILITIES:**

1. Supervises and coordinates all aspects of Fire Department operations to ensure the Township is provided with efficient and effective fire services which meet legislated requirements.
2. Responsible for ensuring that all Fire Department personnel are properly trained in fire prevention, fire suppression and emergency response procedures and the proper use of departmental equipment.
3. Ensures that all departmental operations are conducted safely and in accordance with the *Occupational Health and Safety Act* and with established procedures of the Fire Department.
4. Assists with the preparation of the annual budget estimates for the Fire Department and requisitions materials, supplies and equipment in accordance with municipal procurement policies and approved budget guidelines.
5. Submits an annual incident report and any other specific reports requested by Council or the Office of the Fire Marshall.
6. Provides Council with policy, procedure, and technical advice on the management of the Fire Department and prepares rules and regulations for the efficient operation of the Fire Department, in consultation with the CAO and/or Clerk-Treasurer.
7. Organizes and directs all department activities and consults with the CAO and/or Clerk/Treasurer to receive administration policy direction, guidance and interpretation of Council policy.
8. Directs the maintenance and repair and replacement of fire-fighting equipment, and apparatus and recommends the replacement of same, as required.
9. Participates in fire safety education, emergency measures activities, fire prevention and safety campaign’s and represents the Fire Department at meetings and functions pertaining to fire services.
10. Takes all proper methods for the prevention, control and extinguishment of fires and for the protection of life and property within the Township and administers the Township's Mutual Aide program.
11. Enforces municipal By-laws respecting fire prevention and exercises the powers conferred by the *Fire Protection and Prevention Act*.
12. Assists with the coordination and operations of First Response Medical Services.
13. Attends at meetings of the Fire Board and Council, as required.

**EDUCATION / EXPERIENCE / SKILLS:**

1. Ontario Fire College Certificate in fire protection and technology or an equivalent combination of education and related experience. Three years college.
2. Over 3 years of progressive responsible experience as a senior officer in the fire services.
3. Good leadership and management skills.
4. Good communication skills (oral and written).
5. Minimum of a valid Ontario Class “D” driver’s license with a “Z” endorsement.
6. Thorough knowledge of provincial regulations, municipal by-laws, regulations, statutes, codes and standards applicable to fire services.
7. Good level of computer literacy.

**Independence of Action**

The job requires the development and updating of fire department policies and procedures and requires the adapting of guidelines.

**Mental Effort**

Work is varied and requires frequent shifting from one task to another. A high degree of mental, visual and/or aural concentration is required when responding preparing reports, discussing administrative and/or operational matters and considering available options.

**Physical Effort**

The majority of the work is performed indoors. At fire scenes and investigations may be required to climb ladders and lift objects of moderate weight.

**Dexterity**

Coordination of coarse and fine movements where speed is a moderate consideration.

**Accountability**

Actions could result in a serious loss of time or resources and/or cause significant embarrassment within the organization and impact on its public image.

**Safety of Others**

High degree of care is required to prevent injury or harm to others.

**Supervision**

This position provides overall direction and supervision of the Fire Department.

**Contacts**

Frequent contacts of a specialized nature with the general public, administrative staff, council and fellow employees. Contacts are frequently for such purposes as influencing, persuading or securing the cooperation of others.

**Working Conditions**

The majority of the work is administrative with occasional exposure to unpleasant conditions such as smoke, dust, chemical substances, heat, inadequate lighting, odor, noise, and inadequate ventilation.

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*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*