



FIRE CHIEF JOB DESCRIPTION

Revised by Administration February 2023

Position Title: Fire Chief/ Inspector /Back-up CEMC
Report to Title: Chief Administrative Officer

Position Details

Position status: Full time employee of Central Huron.
Location: Central Huron Fire Department
401 Beech Street
Clinton, Ontario N0M 1L0
Pay method (Salary or Hourly): Salary
Group Benefits: Yes
Normal workweek: 35 Hour work week
Overtime: Exempt as Manager
On Call: Yes (24/7 / 365)

Central Huron Fire Department Vision Statement:

The Central Huron Fire Department is dedicated to a safe and healthy community through excellence in fire and emergency response, fire prevention, and healthy & safety of all municipal staff.

A – RESPONSIBILITIES (includes accountabilities)

1) Scope of Position

The Fire Chief/Inspector directs, oversees, and advises on all operations of the Fire Department, including fire suppression, emergency response, fire prevention and Public Education and is back-up to Huron County's Community Emergency Management Coordinator (CEMC).

2) Key Responsibilities

Operations

1. Oversees the day-to-day operation and activities of the Fire department. Performs administrative tasks such as data entry, report writing, maintenance, etc. on an as-needed basis.
2. Writes and updates all SOGS for the department, implementing those guidelines and ensuring they are continually followed.

3. Acts as Incident Commander at all Fire Calls.
4. Involved in all fire investigations in the Municipality as directed by OFM officer.
Acts as secondary contact per the OFM guidelines.
5. Prepare written Incident reports for call outs and submit reports per OFM requirements. Tracks call-out data using FirePro or other appropriate software.

Human Resources

6. Hires, fires, evaluate, motivates, trains, and disciplines all Volunteer staff. Senior positions require the approval of the CAO
7. Develops succession plans to ensure experiences and well-trained staff on an ongoing basis.
8. Maintains personnel records for all staff including medical and insurance information.
9. Acts a main source of communication with Volunteer staff.
10. Participates in practices and meetings at all levels to build teamwork and morale amongst all fighters.
11. Compiles and submits annual payroll data for Volunteer Staff
12. Ensures all firefighters perform training and emergency response in a safe and efficient manner and according to established standards.

Training

13. Develops and implements the training program based on OFM's curriculum training program. Oversees all aspects of the training program.
14. Acts as coordinator of the Training Committee, delegating work to Committee members.
15. Conducts internal training as a certified instructor through the Ontario Fire Marshall's curriculum
16. Oversees the preparation of lesson plans, safety plans and roster sign-off sheets for all training sessions.
17. Maintains training records for all firefighters in accordance to the Ministry of Labour's protocol.

Fire Prevention

18. Administer and enforce legislation, including the Fire Prevention and Protection Act, 1997
19. Conducts inspections of properties as requested and per the Municipality's inspection program schedule.
Prepares reports and plans as appropriate.
20. Enforces the Municipality's smoke alarm program.
21. Implements new programs as needed.
22. Reviews commercial and industrial building plans to ensure they meet all Fire Regulations.

Equipment, Fleet/Vehicle and Station Maintenance

23. Works with Treasurer to determine the long-term purchasing plans for all major equipment, including trucks.
24. Ensures all equipment is maintained and accounted for.
25. Maintains all bunker gear, breathing apparatus and trucks according to the Maintenance Schedule.
26. Ensures the station building remains in good working condition. Coordinates basic maintenance. Hires contractors for repairs as budgeted in consultation with Facilities Manager
27. Works with Fire Department Engineer to ensure all vehicles are in good working order.
28. Ensures appropriate maintenance records are maintained.

Public Education

29. Develops the overall direction of public education and awareness.
30. Establishes and oversees the Public Education Committee of Volunteers.
31. Implements the Public Education program for the fire safety and awareness, scheduling and coordinating events with the support of Volunteer Firefighters.

Emergency Management

32. Acts as back-up to the County CEMC under Part II of the *Emergency Management and Civil Protection Act*, R.S.O. 1990.
33. Reviews the Municipality's emergency plans.
34. Assists CEMC in coordinating annual emergency plan training exercises.
35. Assists CEMC in implementing updates to the plan as required.
36. Coordinates Emergency Response Committee meetings on a regular basis as required, involving all members across departments.
37. Stays current in new developments for emergency management.
38. Member of Emergency Control Group

Occupational Healthy & Safety

39. Oversees the Municipality's Health & Safety Program.
40. Maintains the Healthy & Safety Manual.

- 41. Evaluates and implements training for all staff based on a needs assessment.
- 42. Coordinates the activities of the JHS Committee.
- 43. Ensures sufficient training of all new hires (students, full-time, etc.) and tracks all training in compliance with the OHSA.
- 44. Acts as chair of the JHSC.

Other

- 45. Other duties as assigned.

3) **Key Relationships to be managed**

External

- Maintains good rapport with all other emergency services providers (i.e. OPP, EMS, neighboring Fire Departments etc.)

Internal

- Overall management for all volunteer fire fighters – approx. 21 in CH
- Roads- Roads- constant updates regarding condition, closures, etc.
- Building- in regards to fire safety components of the Building Code
- Facilities- in regards to Building compliance and Fire Code requirements
- Water- updates on hydrants that are out of service and water usage at large events
- CAO- operations, projects, discussions, and advice
- Council

Public Relations

- Interaction with the public respect to Fire Code violations and complaints of unauthorized activities
- Delivery of Fire Prevention programs to schools, seniors, and any group or business that request this service

4) **Creativity**

- Develop or create any policies, procedures, systems, and products related to fire service

5) **Autonomy**

- Majority of work performed is done independently
- Emergency calls are handled as a group under the Fire Chief's direction

B – QUALIFICATIONS

1) **Formal Education and Training**

Diploma/degree/certificate

- High School Diploma with Post Secondary Education in a related field (Business/Public Administration) or a combination of relevant education and experience.

Professional designation/certification

- NFPA 1001 Firefighter Level II
- NFPA 1021 Fire Officer Level II
- NFPA 1031 Fire Inspector Level I
- NFPA 1035 Fire & Life Safety Educator Level I
- NFPA 1041 Fire Service Instructor
- Certification in Community Emergency Management

License

- DZ Drivers License

Other systematic formal instruction

- First Aid and CPR
- Incident Command System
- OAFIC Seminars
- OAFIC Annual Conference
- Scheduled FD in-house training
- CEMC courses and training as needed
- Applicable webinars as offered
- Human Resources training also essential

2) Ongoing Personal Development

- Working knowledge of applicable Occupational Health and Safety Legislation, Ontario Fire Code, Fire Protection and Prevention Act, Ontario Building Code, National Fire Prevention Association, existing standards, related and existing municipal bylaws
- Constant updating and familiarization with above Acts, Codes, and other Legislation
- Networking with peers within other small municipalities
- Staying current on best practices through attendance at workshops, conferences and webinars

3) Work Experience

- Ideally 10 years' experience in the Fire Service, including five years at the Senior Officer level

4) Decision Making Authority and Judgment Skills

- Spending as per Municipal Purchasing Policy
- Purchasing tools, equipment, and ordering repairs
- Scheduling training sessions and approving outside training
- Minor disciplinary actions
- Issuing inspection reports or orders
- Managing emergency scenes

5) Problem Solving Skills

- Dealing with Fire Code infractions, FPPA offenses and citizen complaints are integral parts of this job
- Every effort is made to achieve a satisfactory result keeping the well being of the community and the impact on the individual(s) involved in mind
- Cooperation is sought but occasionally litigation is required
- Researching avenues of compliance is almost a daily occurrence

6) Interpersonal and Communications Skills

- Oral communication skills are required to both train volunteers and direct fireground operations efficiently. Instructions must be brief, direct and easy to understand.
- Written communication skills are equally important for report writing, operational guideline and development and presenting to Council.
- This position requires above average people skills.
 - Positive Attitude
 - Sustains relationships
 - Cooperates with others
 - Mature/good judgment/trustworthy
 - Teamwork
 - Conflict resolution
 - Develops trust with all stakeholders
 - Speaks truthfully
 - Listens

7) Leadership skills

- This position requires extensive leadership skills

8) **Personal Organization and Time Management Skills**

- Given the effort and working conditions listed above, this position requires a high level of organization and time management skills.

9) **Other Required Skills (practiced ability) not already listed above**

- Examples include:
 - Project management skills, from vision to implementation
 - Working use of Microsoft Office
 - Critical thinking
 - Analysis
 - Manage people
 - Writing policies

10) **Required Knowledge (familiarity gained through experience) not already listed above**

- Examples include:
 - Knowledge of the Ontario Fire Code
 - Knowledge of Fire Protection and Prevention Act
 - Familiarity of fire ground and emergency operations
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C – EFFORT & WORKING CONDITIONS

1) **Physical Effort and Environment**

- Much of the incumbent's time will be spent working behind a desk, however, emergency response may require extreme physical strain, typically for a short period of time (less than an hour before getting a break). As Incident Commander, physical strain is frequent.
- Emergency responses contain possible exposure to noise, heat, cold, fumes, vibration, chemicals, disease, injury, radiation, etc.

2) **Mental Effort and Environment**

- Emergency call outs are always very stressful situations and there are no set limits for length of time or frequency of these events
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D – SCOPE OF DEPARTMENT

The goal of the Protective Services Department is two-fold: ensuring the safety of the community/citizens and the safety of the Municipality's staff.

The goal of the Fire Department is to provide fire protection services through a range of programs designated to protect the lives and property of the inhabitants from the adverse effects of fires, exposure to dangerous conditions created by man or nature, first to the municipality, second to those municipalities requiring assistance through authorized emergency fire service plans and agreements.

Fire protection includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provisions of fire protection, rescue and emergency services and the delivery of those services. Fire protection services provided by the Fire Department will include, but not be limited to, the following non-fire emergencies:

- a) Rescue from motor vehicle accidents and industrial accidents
- b) Search and rescue
- c) Any other emergencies deemed necessary by the Fire Chief, Deputy Fire Chief or designated Officer