

Town of Erin - Position Description

Fire Department

FIRE CHIEF – Part Time



Department: Erin Fire & Emergency Services

Position Title: Fire Chief – Part Time

Reports To: Town Council and CAO

Location: Municipal Office

Approved Date:

PURPOSE OF POSITION

The Fire Chief is responsible for the overall operation of the Town of Erin Fire and Emergency Services including firefighting, fire prevention, hazardous materials incidents, auto extrication incidents, rescue, all life and property saving functions with which the department may be involved. His/her work is administrative and supervisory oriented.

This position is on a part-time basis, in office for 24 hours/per week.

OVERALL SCOPE OF POSITION AND CONTROL OF CORPORATE RESOURCES

Scope of Position

Reporting to the CAO of the Town of Erin the Fire Chief performs work in areas of fire suppression and major emergency responses, fire investigation, fire inspection, public education, training, emergency planning, preparing yearly capital and operational budgets, recruiting, human resources. This position also requires the daily overseeing of all activities of 2 stations and 63 personnel and long range planning of equipment, tools, buildings, and vehicles.

Control of Corporate Resources

People [Human Resources]

The Fire Chief is responsible for 63 personnel. Two Deputy Chiefs, six Captains, 52 Firefighters, one Fire Prevention Officer, one Public Education Officer, one Chief Training Officer, and one Administrative Assistant.

Finance

Responsible for preparation of yearly, five year, and ten year Capital Budgets, yearly Operational Budgets. Is also responsible for all purchases, and payment of those purchases, He will prepare RFP's and is involved in all Fire Department capital purchases.

Major Responsibilities

- Prepare and administer the Fire Services capital and operating budgets
- Oversee human resources for 63 personnel, assume command at major incidents
- Supervise fire prevention, and educational activities
- Supervise training programs, and assist with their development

- Purchasing of all major equipment.
- Discharges the duties and responsibilities of operations as incident commander at major emergency scenes
- Evaluates emergency operations
- Ensures that fire department systems and programs are developed and implemented
- Manages fire department personnel
- Maintains discipline and morale of the department
- Ensures the development of fire department personnel
- Manages fire departments divisions
- Ensures that the stations are maintained and kept in good repair
- Provides leadership to 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.
- Facilitates the development and implementation of departmental plans
- Establishes and implements departmental planning processes
- Co-ordinates the development of capital and operating budgets
- Conducts long and short term financial planning
- Administers capital and operating budgets
- Establishes and implements financial management system
- Maintains effective labour-management relations
- Facilitates effective labour management relations
- Ensures compliance with legislation, codes and by-laws
- Ensures appropriate interpretation and application of legislation, codes and by-laws
- Co-ordinates public relations and public education programs and activities
- Promotes and facilitates public education and public and media relations
- Demonstrates commitment to personal and professional development
- Contributes to formulation of municipal policies, programs and service at senior management levels.
- 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

Minor Responsibilities

- Comments on site plans, re-zonings, subdivision agreements and new buildings
- Attends department head meetings
- Attends area Fire Chief's meeting
- Attends committee and council meetings as required

Position Requirements

Education

- Knowledge of modern fire fighting and fire prevention methods
- Knowledge of the municipality and surrounding areas protected by agreement
- Knowledge of the type of buildings in the Municipality
- Knowledge of rescue and first aid procedures
- Knowledge of safety procedures, rules and equipment
- Ability to supervise volunteer fire fighters, maintain discipline, and have sound judgement, be resourceful and in good physical condition.
- Must have a valid driver's license
- Completed training program based on IFSTA Essentials of Fire Fighting or Degree in Fire Technology from the Ontario Fire College, NFPA 1001, 1002 1041, 1021, 1031, 1041, 1021, 1035.

Experience

- Experience in Suppression, Incident Command, Fire Investigation, has working knowledge of the Ontario Fire Code and the Fire Protection and Prevention Act

Job Skills

- Effective skills in strategic planning, public relations, time management, team building, the ability to demonstrate leadership, performance management

Effort

Mental

- Deadlines, Organization, overseeing 60+ employees, responding to emergency situations.

Physical

- Quick thinking when responding to Fire & Emergency calls, able to do heavy lifting and strenuous activity, risk of visual strain and ergonomics associated with computer work.

Decision Making and Judgment

- Authority and accountability during fire and emergency situations

Interpersonal Skills and Contacts

- Strong working relations are required with Fire Department and Town employees, Council and members of the community
- Continuing relations with Fire Chiefs and members of other County Fire Departments and mutual aid representatives
- Maintain contact with County CEMC, Office of the Ontario Fire Marshal

Working Conditions

Environment

- Office environment and emergency response locations which can be any time of the day or night and in all weather situations.

Control Over Work Schedule

- On call 24/7, a pager is worn for response to fire calls
- Required to be in the office 24 hours/week

This is a reasonable statement of the requirements of this position.

_____	_____	_____	_____
Prepared By	Date	Incumbent	Date
_____	_____	_____	_____
Department Head	Date	CAO	Date