

**DUTIES OF:** Fire Chief  
**RESPONSIBLE TO:** Chief Administrative Officer

## **POSITION SUMMARY**

The Fire Chief recruits and trains the volunteer fire fighting force, provides public education for fire safety, enforces the Fire Code, reviews new building applications for fire safety, and ensures compliance with legislated and professional standards for personnel, equipment and vehicles.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Supervision and Training**

- Recruits and trains Deputy Chief, Captains and Fire Fighters.
- Ensures legislative compliance.
- Ensures appropriate training for all members of the department.
- Builds morale, settles disputes, develops policy, and ensures adherence to training standards among volunteers.
- Dismissal of volunteers when necessary.

### **Education**

- Minimum of 5 years of progressively responsible fire service leadership experience;
- Post-secondary education in Emergency Services Management, Fire Administration or relevant professional discipline;
- Certification in NFPA 1021 Fire Officer I & II
- Demonstrated ability and experience in leadership, management, labour relations and health and safety;
- Formal knowledge / training / experience in modern firefighting techniques and methods / incident command / public safety theories and methods / emergency response techniques;
- Proven ability to manage/supervise in a team environment;
- Excellent communication skills (written and spoken) in English; ability to write and present complex data to various audiences including providing advice to members of the public at community events;

- Conflict management, influencing and negotiation skills;
- Demonstrated knowledge of applicable legislation including the Ontario Fire Code, Fire Prevention Protection Act and applicable Township By-Laws;
- Experience and proficiency in working with computer applications (i.e. Microsoft Office, Excel etc.);
- NFPA 1021 Fire Officer III and IV or Humber Fire Services Executive Management Certificate would be considered an asset;
- Certificate, diploma, or degree in Post- Secondary Public Administration an asset;
- Graduation from the Ontario Fire College is an asset;
- NFPA 1031 Fire Inspector I, NFPA 1035 Public Education I and NFPA 1041 Fire Instructor I or Grandfathered to the same level, with experience in all areas of fire services including fire prevention, public education, investigations, code enforcement, communications, mechanical, fire suppression and emergency response would be considered an asset;

### **Financial Responsibilities**

- Develops annual Fire Service budget and monitors expenditures versus budget in-year.
- Monitors cost trends in relevant goods and services.
- Contributes to capital budget for repair and replacement of fire vehicles, equipment, communications equipment, and stations.
- Initiates tenders and RFPs for the provision of goods and services.
- Acquires goods and services on a timely basis in accordance with Town policy.

### **Other Responsibilities**

- Routinely inspects the condition and operation of fire vehicles, equipment, and facilities.
- Inspects plans for new buildings, zoning applications, subdivision plans and comments on issues such as accessibility for fire vehicles, availability of water supply, building alarms, sprinklers and emergency access.
- Inspects existing buildings to review fire risk or suspected hazards, and obtains voluntary compliance or issues orders and initiates legal proceedings, as necessary.
- Arranges for and monitors the performance of fire call taking and dispatch.
- Arranges recognition events for volunteers.
- Maintains liaison with Police, Ambulance, utilities, and the Office of the Fire Marshal.
- Prepares and provides reports to Council, Office of the Fire Marshal, and insurance companies.

- Takes on-scene command in the event of complex incidents.
- Prepares and updates Township Emergency Plan.

## **WORKING CONDITIONS**

- Ability to respond to emergencies on 24/7 basis.
- Likelihood of dangerous conditions during fire fighting.
- Likelihood of dealing with grief, panic, and other high emotion among public and employees.
- Physically demanding situations.
- High level of visibility and accountability for decisions made in emergencies.

## **SKILLS REQUIRED**

- Rapid and sound judgment in emergencies.
- Negotiation skill to obtain compliance from the public.
- Sound exercise of leadership and authority to ensure professional standards among volunteers.
- Budgeting cost estimating.
- Familiarity with heavy vehicles and sophisticated instrumentation.
- Calm and courteous in stressful situations.
- Ability to read, interpret and communicate regulations, guidelines, standard operating procedures, etc.
- Report-writing skills.