

Position Description

Position Title:	Fire Chief
Reports To:	Chief Administrative Officer
Position Description:	Responsible for the management of all aspects of the Fire Department including public education on fire prevention, emergency preparedness and response.

Responsibilities:

1. Initiate and implement policies, programs and services at the departmental level and contribute to the formation of municipal policies, programs and services in relation to the Fire Department.
2. Plan, direct and co-ordinate firefighting strategies for the Fire Department; public education to residents and business on fire prevention strategies; direct activities during situations of emergency response; evaluate the extent of damage and the danger to nearby buildings and to ensure public safety.
3. Liaise with Emergency Management Ontario and the Fire Marshal's Office.
4. Take all proper measures for the prevention, control and extinguishing of fires and for the protection of life and property including enforcing all Municipal bylaws respecting fire prevention and suppression.
5. Prepare and coordinate training for members of the Fire Department and public information programs promoting fire prevention and personal safety.
6. Exercise all powers imposed on this position per the Fire Protection & Prevention Act.
7. Manage all aspects of Human Resources related to department staff and volunteer firefighters; ensure appropriate orientation, training, supervision and evaluation of department staff and volunteers; identify staff and volunteer development and training needs and recommend the appropriate budget allocation for training and equipment.
8. Prepare for annual approval and manage the department operating and capital budgets and requests.
9. Attend required meetings as a Department Head, including the Management Team and Council Meetings, and communicate effectively and professionally with all internal and external stakeholders.

10. Work in a safe manner in accordance with the Occupational Health and Safety Act and Regulations.
11. Perform other duties as required.

Qualifications:

- Graduate of the Ontario Fire College or equivalent, plus five (5) years related experience in the fire service in a Senior Officer position;
- Experience and knowledge of occupational health and safety, preferably in a Municipal setting;
- Joint Health & Safety Committee (JHSC) Certification - Parts 1 & 2 would be considered an asset;
- Thorough knowledge of the Fire Protection and Prevention Act, Forest Fire Prevention Act, Provincial Offences Act, Occupational Health & Safety Act and all other acts and regulations related to the position;
- Experience in training and supervising firefighters and comprehensive knowledge of modern firefighting and fire prevention methods and equipment;
- Excellent supervisory and interpersonal skills;
- Excellent organizational and time management skills;
- Excellent written and verbal communication skills;
- Valid Class DZ driver's license and clean driver's abstract;
- Working knowledge of computers and Microsoft Office Suite software (word processing, Excel spreadsheets);
- Physically able to perform firefighting duties;
- Must provide a vulnerable sector police records check, satisfactory to the Employer;
- Willing to attend meetings outside normal work hours, including periodic weekend and evening on-call duties and/or responding to after-hours emergencies as required.