



TOWNSHIP OF NORTH STORMONT

Work Description

Position Title: Fire Chief

Supervisor: Chief Administrative Officer / Clerk

POSITION SUMMARY

Reporting to the Chief Administrative Officer and as a member of the Township Senior Management Team, the Fire Chief is responsible for the overall leadership, completion of all legislated administrative duties and professional development of fire service personnel. Functions also include leadership in public communication strategies, contributing to the formulation and implementation of corporate policies, programs, and services at the senior management level. The Fire Chief will establish and implement departmental planning and budget management. The Fire Chief will ensure appropriate interpretation, application and adherence to all applicable regulatory and legislative frameworks. The North Stormont Fire Service has four volunteer fire stations - located in Avonmore, Finch, Moose Creek and Chrysler - serving the Township.

RESPONSIBILITIES

1. Prepares and maintains the North Stormont Fire Service operations manual of policies, procedures, rules and regulations including, but not limited to, the *Occupational Health and Safety Act, Fire Safety Plans, Electrical Safety Authority, Technical Standards Act, the Municipal Act, etc.*, for the effective administration and operation of the Department.
2. Evaluates township requirements with respect to fire protection; measures fire risks; and acts as the principal advisor to Council on matters of fire protection.
3. Conducts fire safety inspections and verifies fire code compliance under the provisions of the *Fire Protection and Prevention Act* and the *Ontario Fire Code*.
4. Assumes incident command and control at major emergencies (i.e., fatalities, major structural damage, and environmental incidents).
5. Investigates and records the cause of all fires within the Township of North Stormont.

6. Ensures all Fire Services staff are trained in new operating procedures, safety and legislative requirements, and that all certifications and training courses are current.
7. Ensures Deputy Chiefs inspect all fire fighting vehicles, equipment and apparatus on a regular basis; makes recommendations on the replacement and/or repair of equipment; and administers related tenders, RFP's, RFQ's and purchases for the Fire Department within approved budgets.
8. Promotes fire prevention and public education through community outreach programs.
9. Reviews and provides comments on development permits, subdivisions and building projects, as required.
10. Liaises with the Emergency Management Committee, as required.
11. Prepares, presents and manages the Department's operating and capital budgets; and implements new and improved methods, technologies and programs which contribute to the achievement of North Stormont's goals and objectives, as set by Council.
12. Establishes and maintains effective working relationships with staff, Township administration, and members of Council; and serves as an effective liaison with community organizations, business groups, and the public.
13. Manages staff members; provides direction, guidance and advice; assigns responsibilities and tasks; and conducts performance reviews for direct reports.

QUALIFICATIONS

- Ontario Fire College certification required.
- Minimum 10 years active service in a Fire Department and/or an acceptable combination of education, training and experience including five (5) years' experience at a supervisory level suitable to fulfill employment obligations.
- Excellent communication skills, both written and verbal, including the ability to research comprehensive reports and deliver presentations to various public audiences and represent the Fire Service at Council meetings.
- Highly developed analytical, problem solving, interpersonal, management/supervisory, critical thinking skills.
- Knowledge of legislation, policies, directives, and relevant provincial and federal statutes affecting municipal / township Fire Services.
- Strong management practices in such areas as operational management, financial management, resource management, and human resources management.
- Advanced communications skills in such areas as presentations, consultations, collaboration, negotiation, conflict resolution, facilitation and consensus-building.

- Current CPR and First Aid certification.
- Excellent computer skills and understanding of social media platforms and Beeon/ICO Capital system is an asset.

WORKING CONDITIONS

Must provide leadership in emergency situations and have the flexibility to operate outside of normal working hours. Majority of work hours (20 hours per week) will be completed indoors in private office surroundings. The remaining time is spent attending meetings, training and public events outside of the workplace and to attend emergency incidents with attendant exposure to dangerous and hazardous conditions when required.

Hazards:

Exposed to hazardous risks including tripping/slipping hazards, combustible substances and industrial chemicals, bodily wastes and fluids, electrical and water hazards, burns, falls, moving objects/machinery and toxic fumes/smoke and fire/heat while attending emergency scenes and/or completing fire investigations (when required).

COMPENSATION

Based on 20 hours/week with annual salary of \$28,571.14 (based on 2020 pay scale).

The Township of North Stormont is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please let us know if you require any accommodations.