

Position Description

Position Title:	Fire Chief/Community Emergency Management Coordinator (CEMC), Full Time – 35 hours per week
Classification:	Senior Management, Non-Union
Band:	8
Annual Salary:	\$63,718.20 - \$106,178.80 (under review) with Benefits and Defined Pension Plan
Reports To:	Chief Administrative Officer (CAO)
Positions Supervised:	Volunteer Firefighters
Position Description:	Responsible for the management of all aspects of the Fire Department including public education on fire prevention, emergency preparedness and response, in alignment with the objectives, policies and plans set by the CAO and Council.

PART 1 – DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

Reporting to the Chief Administrative Officer (CAO), the Fire Chief/CEMC oversees the administration, and direction of all aspects of the fire department. This includes fire suppression, training, and fire prevention activities. The Fire Chief/CEMC is responsible for ensuring compliance with federal and provincial legislated codes in accordance with the Office of the Fire Marshall and Township by-laws and policies.

As the Community Emergency Management Coordinator (CEMC), the Fire Chief/CEMC ensures compliance with the Emergency Management and Civic Protection Act (i.e. ongoing maintenance of the Township's Emergency Plan); Prepares Agendas, Minutes, and prepares/runs the emergency exercises required under this Act. As the CEMC, provides education and communication to the public with respect to the Township's Emergency Plan. As the CEMC, establishes, updates, coordinates, and implements the Township's Emergency Plan, ensuring all requirements of the legislation are met.

This position is required to be on-call and may be required to work long hours during emergency situations. Evening meetings, open houses, and training are regular aspects of this role.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Fire Services

- Provides emergency incident management leadership, in the role of Incident Commander.
- Identifies needs and prepares plans and programs for fire suppression/investigation, fire prevention and public education, emergency medical responses, training, community emergency planning, supervision of voluntary resources and public relations.
- Develops, enhances, plans, co-ordinates, implements, monitors the municipal short and long-term fire services programs, providing daily oversight to ensure that needs and objectives are being met.
- Liaises with representatives of neighbouring fire departments to ensure adequate agreements are developed to mitigate major emergency incidents
- Prepares reports and recommendations for Council's review and approval.
- Responsible for maintaining a respectful workplace, free of harassment and discrimination within the department, and managing conflicts that arise;
- Develops schedules that are realistic and meet budgetary constraints.
- Conducts inspections within fire department jurisdiction, issuing Fire Code and Fire Marshal's orders and participating in relevant court proceedings as required.
- Recruits, trains, and recognizes fire services volunteers and ensures voluntarism is promoted through media and other resources. Ensures that sufficient volunteer firefighters are available, trained, and prepared to respond to and carry out fire department duties.
- Provides vision, leadership, and strategic direction to firefighters in a manner that contributes to their motivation, morale, commitment, and contribution to the organization.
- Responds to fires, and other emergency incidents, including evening and weekend response calls.

Community Emergency Management Coordinator (CEMC)

- As Community Emergency Manager Coordinator leads the Township's Emergency planning process including Emergency Control training and exercise. In the event of an emergency, is a member of the Emergency Control Group and an active participant in municipal Emergency Management planning.
- Responsible for Emergency Management duties as outlined in the Emergency Management and Civic Protection Act.
- Responsible for preparing, establishing, updating, coordinating and implementing the Township's Emergency Plan, and ensuring all requirements of the legislation are met. Work with the Emergency Control Group to develop or revise the Emergency Plan as needed.
- Organizes and runs Emergency Control Group meetings as required, including but not limited, to annual review of the Emergency Plan and the annual training exercises.
- Develop and plan Standard Operating Guides for potential incidents, starting with priority hazards in the Hazard Identification and Risk Assessment (HIRA) in the Emergency Plan. Collaborate with the Senior Management team and Emergency Control Group for development of incident SOG's.
- Provide education and communication to the public with respect to the Emergency Plan.
- Carries out such responsibilities as identified in the Emergency Plan.
- Maintains the necessary supplies and equipment for the Emergency Plan.
- Work closely with Emergency Management Ontario.

Department Financial and Budget

- Responsible for the direction, preparation, submission, and control of all budgets under the department's jurisdiction as approved by Township Council.
- Approves coding and payment of invoices for the department.
- Prepares, implements, monitors and controls significant three (3) year operational and ten (10) year capital budgets and business plans.

- Ensures the Asset Management Plan and long-range Capital program information is current for the assets within the portfolio.
- Ensures the requirements of funding application and reporting are coordinated through the Township's Finance Department.
- Investigates and submits the appropriate applications for all applicable Provincial and Federal Government funding programs for department projects and needs; and ensures the completion of all funding approvals and reporting requirements, as determined by the funding agency and the Township's Finance Department.
- Administers tenders, RFP's, RFQ's etc. and revenues and expenditures for the department within approved budgets and in accordance with the Township Purchasing Policy and the Finance Department's policies and procedures.

Service and Program Administration

- Responsible for the overall administration of an effective Fire Services Department.
- Ensures implementation of and compliance with various applicable legislation, regulations, policies, procedures, and standards including, but not limited to, Township Policies, Ontario Fire and Building Codes, Occupational Health and Safety Act, Fire Protection and Prevention Act, 1997, Electrical Safety Authority, Technical Standards and Safety Act, the Municipal Act, Emergency Management and Civil Protection Act, etc.
- Maintains a coordinated approach to the department's operations in accordance with Township policies and budgets.
- Represents the department at Council and Committee meetings, including making recommendations, preparing and presenting specific monthly activity reports to the CAO and Council.
- Obtains external information or advice from outside agencies or professions, as required or as directed by the CAO or Council.
- Attend required meetings as a Department Head, including Management Team and Council meetings, and communicate effectively and professionally with all internal and external stakeholders.

- Responds to frequent inquiries, complaints, problem situations and urgent departmental issues; investigates complaints and claims, provides prompt follow- up, and submits reports to the appropriate authorities if necessary.
- Participates in the development and successful implementation of the department's annual Operating Plan.
- Develops, reviews, assesses and/or recommends policy and programs that best meet the needs of the department and ensures implementation and monitoring.
- Provides advice on departmental issues and challenges to the CAO and/or municipal employees, or to Council if required.
- Represents Manitouwadge in provincial and joint municipality committees and participates on provincial groups as required.

Communications or Relationship Management

- Establishes and maintains effective and essential relationships with internal and external partners including Municipal Council, other municipalities, numerous community and professional agencies and institutions, the Ministry and other government agencies.
- Represents the municipality in conferences and meetings.
- Employs consensus building skills to ensure the most beneficial outcomes.
- Establishes and maintains meaningful connections with others that are directed towards the sharing of opportunities for collaboration while building rapport on behalf of the municipality.
- Collaborates with stakeholders to identify department needs and develop options and plans.
- Develops and maintains collaborative relationships at all levels of the organization to ensure the most effective services are provided.
- Ensures diversity and cultural differences are respected.
- Ensures appropriate and necessary communications, in reference to departmental operations, with all relevant parties, including Council, CAO, Department Heads, internal staff, and external agencies.
- Demonstrates sensitivity and political acuity in all interactions.

- Responsible for maintaining a respectful workplace, free of harassment and discrimination within the department, and managing conflicts that arise.
- Liaises with representatives of neighbouring fire departments to ensure adequate agreements are developed to mitigate major emergency incidents.

Human Resources

- Provides leadership to all department members and manages in a manner that motivates, guides, and directs employees to the realization of municipal values, objectives, and performance expectations; maintains a work environment that promotes participation, teamwork and positive employee relations.
- Ensures that staff orientation, learning and development plans are according to policy, procedure, and guidelines.
- Ensures recruitment, performance evaluation, coaching, discipline, and termination where necessary are according to Township policy and procedures.
- Ensures the effective and efficient scheduling, distribution and utilization of department members based on the established productivity levels, program goals and guidelines.
- Leads regular department meetings to set goals and monitor department performance and engages the team in successful accomplishment of goals.
- Holds people accountable to standards of performance including conducting performance appraisals, according to applicable policies, that support staff in establishing and attaining performance goals.
- Ensures that staff work with protective devices (as required), and in a manner consistent with the requirements/regulations of the Occupational Health and Safety Act, and policy and procedures.
- Manages attendance according to policy, identifying issues and reporting them to the CAO.

Other Related Activities

- Exemplifies behaviours, actions and attitudes that are consistent with municipal vision, mission, and values.
- Maintains, organizes and ensures maintenance and updating of records and filing.

- Ensures own understanding and compliance with Township and legislated polices, practices and procedures.
- Ensures revenues and expenditures adhere to municipal policies where appropriate.
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations.
- Strives to achieve continuous quality improvement and excellence in all activities and outcomes.
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary.
- Implements new procedures and controls deemed necessary by management.
- Provides training and orientation of volunteer fire fighters.
- Attends necessary and/or approved educational workshops, seminars, webinars or other, including necessary those required for licencing renewal.
- Recruit, train and direct the activities of volunteer fire fighters to ensure that trained fire fighters are available in the event of a fire.
- Support the health, well-being and morale of the fire personnel.
- Provide assistance and instruct parts of the volunteer fire fighter classes.
- Perform other duties as assigned by the CAO.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - The following section headings will help describe the technical skills, education, experience and working conditions under which the incumbent is required to perform the job:

Qualifications

Technical Skills/Education

- A post-secondary education in Fire Services Management or a related field is required.

- Willing to enroll, be enrolled in or be a graduate of the Ontario Fire College with courses including NFPA 1001 and 1002, Standard, 1021 Fire Officer I and II, 1041 Fire Service Instructor I and II, 1031 Fire Inspector I and II, 1035 Public Information Officer, 1035 Fire Life Safety Educator and Human Resources Management.
- Community Emergency Management Coordinator certification, or ability to acquire.
- Excellent knowledge of fire services theory, techniques, best practices and principles, including comprehensive knowledge of emergency incident management in the role of Incident Commander.
- Excellent knowledge of related legislation, pertinent to environmental services and property operations such as Technical Standard and Safety Act, OHSA, Fire Protection and Prevention Act, 1997, Occupational Health and Safety Act, Ontario Fire and Building Codes, Emergency Management and Civil Protection Act, etc.
- Excellent knowledge of fire services department processes, procedures, policies, directives, and guidelines.
- Thorough knowledge of equipment, vehicles and materials used in fire services.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), database. Proficiency with report writing is an asset.
- A demonstrated ability to monitor and work within approved budgets.

Experience/Training

- A minimum of ten (10) years' firefighting experience with five (5) years' experience in a senior officer rank, is required.
- Excellent organizational, analytical, investigative, problem-solving, report writing, communication, presentation, and public speaking skills.
- Ability to work courteously and effectively with all levels of staff, external government agencies/authorities, the development community, rate payer groups and the public, with the ability to respect confidentiality.

- Experience in the supervision of staff and the administration of employment policies.
- Ability to communicate effectively and deal with concerns, complaints and requests for information encompassing a variety of issues and people in problem situations in remote field locations, maintaining a constant awareness of personal safety at all times.
- Politically astute, committed to customer service excellence, with a firm knowledge of best practices in the municipal emergency services field.
- Ability to work independently as well as in a team environment.
- Possess a valid “DZ” Driver’s License for the Province of Ontario.
- Ability to maintain confidentiality where mandated or required.

Working Conditions

- Required to frequently perform work at a desk, to view a computer screen daily (for responding to e-mail, reading, or preparing documents or reports, maintaining data, and completing forms; assessments; scheduling), answer and respond to phone calls, and attend meetings that can be intense.
- Attention to detail to ensure accuracy of data and information.
- Frequent intermediate periods of focused attention required.
- Frequent interruptions.
- Travel within and outside of the Township boundaries, as required.
- Required to work evening and/or weekend hours.
- Required to work on call outside of regular working hours.
- Critical and urgent emergencies and deadlines occur frequently.
- Ability to respond to emergency, critical or extraordinary situations and to attend special or unplanned meetings with Council, Committees, Staff, Other Agencies, and the public as required.
- Work may require occasional lifting, bending, crawling, and moving of equipment or other moderate to heavy physical activity while visiting site.

- May be exposed to potentially hazardous environments including fire and motor vehicle accident scenes, water rescue incidents, hazardous material spills, medical/trauma responses, driving conditions in inclement weather, etc.
- Deals with difficult customers occasionally.

