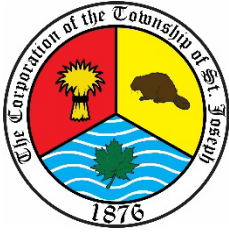


THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH

JOB DESCRIPTION



Fire Chief

Department	Protective Services
Job class	28
Salary Range	\$35.01 - \$43.48
Last Updated	February 2024

PRIMARY FUNCTION:

Responsible for the effective management, operation and administration of the Township of St. Joseph and Hilton Union fire departments in accordance with provincial regulations and legislation and municipal policies. Plans and provides delivery of a comprehensive training program for Fire Department volunteers. Prepares recommendations and conducts all required examinations and assessments. Provides maintenance and testing procedures for specific apparatus and records all actions. Evaluates new programs and equipment as required. This is an administrative, technical, and supervisory position.

REPORTING

- Reports to Council.
- Direct reports: all fire department volunteers.

MAJOR EQUIPMENT OPERATED

- Emergency vehicles
- Firefighting equipment
- Extrication equipment
- Hand/maintenance tools
- Rescue equipment
- Microsoft Office Suite & Outlook
- Printers, scanner, photocopier, facsimile
- Other miscellaneous office equipment

RESPONSIBILITIES

- Responsible for the operation and administration of the municipal fire department in accordance with provincial regulations, legislation, and municipal policies including planning, coordinating, and directing firefighting, fire prevention, fire inspection, and rescue functions of the department.
 - Acts as Incident Commander at emergency scenes

- Conducts investigations as to the cause and origin of fires and may request the assistance of the Ontario Fire Marshal.
- Responds to variety of fire related questions such as insurance investigation and legal claims.
- Develops, recommends, and implements fire prevention and safety information programs, inspection procedures and protocols, and maintains adherence to all applicable and relevant legislation including the *Fire Protection and Prevention Act*, *Fire Marshal's Act*, *Ontario Fire Protection and Prevention Act*, *Fire Department Act*, *Gasoline Handling Act*, and fire safety by-laws.
- Develop and provide individual and group instruction of the department's training programs.
- Recruitment and retention of department volunteers.
- Lead and manage teams of volunteer firefighters, providing guidance, training, and support to ensure readiness for all situations.
- Maintains all records, files, manuals, and ensures department documentation is updated and secure.
- Develops, recommends, implements, and monitors the department's budget and planning including:
 - taking corrective action as required.
 - oversee procurement processes including preparation of specifications for tendering and proposals, analysis of submissions, selection, etc.
- Manages the maintenance of equipment, vehicles, and facilities to ensure availability; develops a long-term plan for equipment and facility replacement, upgrading, and refurbishing.
- Coordinate with other emergency services and agencies to respond to emergencies and natural disasters.
- Serve as a liaison between the fire department and the public, addressing concerns and providing information on fire safety and prevention.
- Performs other duties as directed by Council/Fire Committee.

QUALIFICATIONS

- Post-secondary education in fire services management, including fire prevention and investigation training and three (3) years Fire Officer Experience. OR, five (5) years Fire Officer Experience and certifications in Firefighter I and II, NFPA 1001, Fire Officer II, NFPA 1021, Fire Instructor I and II, NFPA 1041, and Incident Safety Officer, NFPA 1521; Certification in Adult Education is an asset.
- Proven leadership skills and experience providing training and instruction and ability to assume responsibility for department and volunteers.
- Ability to work both independently and as a team member.
- Sound knowledge of:
 - Fire Code, including training and prevention.
 - Other related provincial legislation
- Familiarity with Island municipalities.
- Excellent oral, written communications, and interpersonal skills with proven ability to direct volunteer firefighters and make sound decisions in stressful situations.
- Experience in preparation and administration of budget and financial management.
- Valid and satisfactory Police Records Check.
- Chainsaw certification
- Mandatory: Valid Ontario Class DZ driver's license and medical report, basic firefighting training - Levels 1 and 2, WHMIS, First Aid, CPR.

HOURS AND CONDITIONS OF WORK

The Fire Chief position is part-time, and hours are flexible based on needs of the department. Hours per week will vary depending on scheduling and fire department needs. Work in and outdoors in all weather and seasons. Emergency and on-call work will be required as well as attendance of after-hours meetings.