

Town of Carleton Place

Job Description

DATE: March 2018
TITLE: Director of Emergency & Protective Services/Fire Chief
REPORTS TO: Chief Administrative Officer

POSITION SUMMARY:

The Director of Emergency and Protective Services/Fire Chief is responsible for the effective management and operation of fire prevention, suppression services and related fire and emergency programs. Fulfills the role of Community Emergency Management Coordinator and coordinates emergency management, fire services and by-law services with other emergency service agencies and municipal Departments in accordance with corporate policies and procedures, the Establishing and Regulating By-law, the Ontario Fire Protection and Prevention Act, and all other applicable legislation. Acts as Chief By-law Enforcement Officer and as Secretary to the Carleton Place Police Services Board.

DUTIES:

1. Through the provision of leadership, vision, strategic thinking, risk assessment/management and fiscal responsibility, directs and manages the Emergency and Protective Services Department and staff in a manner which promotes the incorporation of best practices and technological advances, Corporate goals, priorities, mission and values and ensures actions support short and long-range growth management and are in the interests of the public.
2. Effectively manages the overall administration, operations and special project activities of the Department including Fire Services, Emergency Management and By-law Services.
3. Performs the statutory duties of Fire Chief under the Fire Protection and Prevention Act.
4. Performs the statutory duties of "Community Emergency Management Coordinator" and the "Emergency Management Program Chair" for emergency management purposes under the Emergency Management and Civil Protection Act.
5. Oversees the Community Emergency Response Volunteer program as part of the Town's Emergency Management Program.
6. Directs, with the assistance of the Deputy Fire Chief and Fire Service Officers: responses to alarms; management of the firefighting operation, rescue operations and administration of emergency medical treatment; maintenance and repair of fire stations and fire apparatus.
7. Ensures that Fire, Emergency Management and By-law Services are compliant with all applicable legislation, corporate and administrative policies/procedures.
8. Works with the CAO, Committees of Council, etc. as necessary to plan, develop and review the municipal emergency plan to be implemented in the event of any major disaster.

9. Monitors all multi-jurisdictional and other fire-related agreements and makes recommendations to the CAO and Council on any changes.
10. Initiates and/or delegates authority to activate mutual and automatic aid plans, and for the investigation of fires by the Fire Marshal's Office.
11. Cooperates with the efforts of other municipal departments in the achievement of efficient and cost effective work flows and business processes.
12. Prepares administrative and operational policies, guidelines and procedures for the efficient and effective operations of all Department functions.
13. Conducts research and analysis on economic, demographic, social, environmental and fiscal trends as they impact the Department.
14. Actively participates with the senior management team in policy and management issues.
15. Serves as Secretary to the Carleton Place Police Services Board, preparing agendas and minutes of meetings and researching topics as directed by the Board.
16. Supervises municipal staff working in Fire, and By-law
17. Provides overall human resource management of staff/volunteers in Fire and By-law including recruitment, selection, promotion, performance management and discipline in accordance with the Town's policies and procedures.
18. Organizes school crossing guards and oversees their activities.
19. Ensures effective communication between the Carleton Place Police Services Board/OPP and Council/municipal management.
20. Oversees By-law Enforcement Officers' activities ensuring by-laws, including the Property Standards By-law, are enforced as per priorities established by Council.
21. Recommends new by-laws and/or amendments to existing by-laws to the Clerk for presentation to Council.
22. Develops and submits for approval, annual budgets and long term operational and life-cycle plans for buildings, facilities, fleet and equipment used by the Department.
23. Ensures the Department's procurement processes, including preparation of specifications for tendering and requests for proposals and analysis of submissions, selection, etc.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Chief Administrative Officer.

SAFETY REQUIREMENTS:

The Town of Carleton Place believes that all accidents can be prevented. To achieve this goal, managers must ensure that employees make safety an integral part of every task and job. As a manager, you must be familiar with the Town's safety policy and understand your staff's:

- Right to Participate;
- Right to Know;
- Right to Refuse Unsafe Work; and
- Right to Stop Dangerous Work;

And:

- advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- take every precaution reasonable in the circumstances for the protection of a worker;
- conduct regular safety meetings with workers;
- correct substandard acts or conditions;
- commend good health and safety performance; and
- maintains a log of their crew visits.

All employees must follow the Town's Health and Safety Policy and comply with the Occupational Health and Safety Act.

POSITION REQUIREMENTS:

1. Post Secondary degree / diploma in a related program, preferably in fire service administration or a closely related field and supplemented by additional studies in Fire Prevention, Municipal By-law, Emergency Management, Public Administration, leadership and human resources management; NFPA Fire Officer III (NFPA Fire Officer IV would be considered an asset)
2. Ten (10) years of progressively responsible experience in a municipal fire department, with five (5) years' experience at a supervisory or management level, or equivalent.
3. Certification in Community Emergency Management or willingness to obtain
4. Thorough knowledge of a variety of regulations including but not limited to the: Ontario Fire Code, Fire Protection and Prevention Act, Highway Traffic Act, Occupational Health & Safety Act, Ontario Building Code, fire inspection and other legislation/regulations, guidelines and best practices related to the operation of a municipal Fire Department. Demonstrated knowledge of By-law Standard Operating Guidelines, Workplace Hazardous Materials Information System, Globally Harmonized System of Classification and Labelling of Chemicals (GHS) and Municipal Governance and Policy is required.
5. Demonstrated commitment to continuous improvement through performance measurement and benchmarking to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.
6. Excellent research, analysis and policy development skills.
7. Demonstrated knowledge of fire administration, suppression, fire-fighting techniques, and fire prevention and education.
8. Excellent knowledge of laws, regulations, policies and guidelines as they relate to emergency and protective services.
9. Excellent interpersonal and public relation skills, with a key focus on customer service excellence.
10. Excellent written and verbal communication skills.

11. Exceptional organizational, planning and time management skills and the ability to balance diverse, changing and conflicting priorities.
12. Superior computer proficiency in a Microsoft environment and demonstrated knowledge of information technology including experience with database management.
13. Effective management and leadership skills to build a successful team.
14. Experience in budgeting, financial management, and project management.
15. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature and to maintain confidentiality
16. Demonstrated conflict resolution, negotiation and problem-solving skills.
17. Maintain a valid and in good standing Class DZ Ontario Driver's licence.

WORKING CONDITIONS: This position will be scheduled to work regular full-time hours in an office environment with flexible hours to accommodate after hour fire related activities. Available to respond and manage major emergencies, including incident command after regular hours of work, as required. Attend Council, Committee of the Whole and Police Service Board meetings as required. Attend other meetings, such as budget, other committee meetings, meeting with outside agencies, developers, or consultants as required. Office environment and some travel within municipality to various locations and outside municipality (courses, seminars, meetings, special functions).

PHYSICAL DEMANDS: The position may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.

ENVIRONMENTAL DEMANDS: The position may have to serve a number of people at one time and frequent interruptions may be common. The environment may be busy, noisy, often dealing with several requests by staff during short time intervals. The employee must be an excellent communicator and be able to manage various issues with staff and the public. Exposure to noxious smoke and fumes as a result of fire and unpleasant scenes which may include victim injury or death.

SENSORY DEMANDS: The position requires the frequent use of a computer, photocopier, printer and other like office equipment. The position will require extreme levels of concentration during a firefighting situation.

MENTAL DEMANDS: Very high levels of mental and emotional stress will be caused by the requirement to manage and control firefighting in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and possibly loss of life, injury and property. Excellent organization and time sensitive skills will be needed to complete some required tasks.

Approved:

C.A.O.

EMPLOYEE