

Job Posting: #2020-23

Job Title: Fire Chief

Department: Fire Services

Reports To: Clerk/Director, Community Services

Directly Supervises: Volunteer Firefighters (including Captains & Lieutenants), Fire Prevention & Public Safety Officer and Protective Services Coordinator/CEMC

Status: Permanent Full-time

Hours per Week: 35

Salary Range: \$81,677 to \$99,278

Application Due Date: Friday October 16, 2020

Position Summary

This position is responsible for all activities related to the Meaford Fire Department. Provides leadership, technical advice and accountable to manage the operations for Fire Services (suppression, prevention and public education, emergency response, fire code enforcement, and training). This position reports directly to the Clerk/Director of Community Services.

Role Specific Duties and Responsibilities

Management & Leadership:

1. Provide overall leadership and management of direct reports and human resources administration which includes;
 - a. work planning, scheduling and assessment of staffing needs;
 - b. hiring/promotion, staff development, coaching/mentoring and conducting performance management reviews;
 - c. conflict resolution, discipline and termination recommendations;
 - d. authorizing overtime and leaves of absence;
 - e. promote team goals and harmony among team members.
2. Accountable to ensure all staff are knowledgeable of applicable health and safety legislation, policies and procedures, perform good health and safety practices; are trained to act appropriately in emergency situations, practice safe program delivery and operate equipment and materials safely utilizing safe work practices; ensure that documented procedural information is available, and that necessary reports/follow-up to such incidents are completed and reported accordingly.
3. Provide input on departmental/organizational planning and strategic initiatives, lead and/or participate on project teams and contribute to departmental business planning.
4. Provide the Clerk/Director of Community Services with information and data for the preparation of the Meaford Department's annual budget (operating and capital) and quarterly reports.

5. Monitor the overall performance and budget through reports to the Clerk/Director of Community Services with initiation of corrective action as necessary.
6. Research, develop, maintain and implement standard operating guidelines for the effective and efficient operation of the fire department in conformity with the Meaford Fire Department By-law, Section 21 guidelines and applicable National Fire Protection Association standards.
7. Identify best practices and trends in the fire services and liaise with regulatory officials/agencies and other strategic partners.
8. Provide leadership to the Fire Prevention and Public Education Officer related to the development and implementation of public education/programs and awareness with regard to fire prevention.
9. Contribute to the formulation of corporate policies, programs and services as they relate to fire and fire prevention.
10. Designate when necessary an Acting Chief to act in his or her absence.

Operational Management:

11. Maintain the Master Fire Plan, relevant By-laws and Fire Services Agreements for the Municipality of Meaford by forecasting the Municipality's needs and the on-going identification of potential risks and safety hazards.
12. Maintain a preventative (life cycle) maintenance program for the buildings, facilities, fleet and equipment used by the Meaford Fire Department.
13. Maintain a Fire Prevention Program for the Meaford Fire Department including public education and awareness initiatives and events.
14. Ensure all firefighting personnel are appropriately trained through the development, arrangement, delivery and tracking of training and education. Attend conferences and training as required and within budget.
15. Ensure inspections are conducted in according to the Fire Protection and Prevention Act and Fire Code for different building classifications and occupancy types.
16. Act as Incident Commander, where and when necessary at emergency and disaster scenes within the geographic coverage area of the Meaford Fire Department, and serve as a member of the Corporation's Emergency Control Group.
17. Maintain regular fire loss statistics and inspection reports. Prepare and submit statutory reports to the Office of the Fire Marshal. Provide a high standard of customer service while responding to enquiries and resolving complaints from the public, staff, Council, and government ministries.

General Duties and Accountabilities

1. Provide and maintain a high degree of confidentiality and security of information at all times. Ensures confidentiality of information provided to produce content for Council, and other sensitive information sources where information is developed prior to staff/public release.

2. Perform other duties as may be assigned in accordance with department and corporate objectives.
3. Work in compliance with the *Occupational Health and Safety Act*, and other applicable legislation, department policies/procedures/practices, operational guidelines, and perform safe work practices.

Required Certifications and/or Health and Safety Requirements

- Possess a valid DZ Driver's License in good standing.

Education, Skills and Experience

1. Relevant degree and/or diploma in a fire service discipline, plus related courses and advanced working knowledge of fire and prevention functions.
2. Minimum 10 years' experience in fire services with a minimum of 5 years' progressive experience in management and supervision of firefighters.
3. Thorough knowledge of firefighting and emergency response, first aid, first response medical procedures, applicable legislative/regulatory standards, budget formulation, local government functions/responsibilities, health and safety and employee relations principles and practices.
4. Highly developed leadership and collaborative skills, a strong sense of public service, and a demonstrated ability to lead, manage, and control a fire services operation.
5. Strong communication (written, oral and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational, project/time management, leadership and supervisory skills.
6. Working knowledge and application of record keeping practices and computer software, financial information systems, and associated evaluative techniques.
7. Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature, and cooperative working relationships.

Physical Demands and Working Conditions

- Physical demand requires computer work concentration, sitting in an office environment, pulling, carrying, lifting, climbing, standing and walking.
- Working conditions vary from indoor office environment, fire station/training rooms to outdoor inclement weather conditions with exposure to emergency scene trauma.
- Regular hours of work are Monday to Friday 8:30 a.m. to 4:30 p.m. with additional evening hours and weekends as necessary for training sessions and emergency response as required.

Contacts and Interactions

- Communicates regularly with municipal staff, Mayor and Council, government ministries and agencies, boards, volunteers, media, community groups, and the general public.

Applicant Information

Interested qualified applicants are invited to forward their cover letter and resume quoting Job #2020-23 by Friday October 16, 2020 to:

jobs@meaford.ca

Attention: Human Resources

The Municipality of Meaford is committed to providing a barrier-free workplace. If accommodation is required during the selection or interview process, it will be available upon request.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Personal Information is collected under the authority of the Municipal Act for the purpose of candidate selection, and all information will be stored and used in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For further information about this data collection, please contact jobs@meaford.ca.