

**MUNICIPALITY OF HURON EAST  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Fire Chief</b>
<b>Department:</b>	Administration
<b>Reports to (Title)</b>	Chief Administrative Officer
<b>Job Description last updated on (Date):</b>	<b>June 20, 2024</b>

<b>POSITION DETAILS</b>	
Position Status (full-time/part-time/seasonal)	Full-Time, Permanent
Primary Work Location	Huron East Town Hall
Pay Method (salary/hourly)	Salary
Normal Workweek (# of hours)	40 hours / week + meetings
Overtime Status	1 week in lieu of overtime
Benefits	OMERS? YES Group Benefits? YES Fire Department Vehicle? YES Note: No personal use permitted.

**GENERAL DESCRIPTION (OVERVIEW) OF POSITION**

The Fire Chief is responsible for the overall operation of the Fire Department of the Municipality of Huron East. As defined in municipal fire agreements this includes fire prevention, fire suppression, hazardous materials incidents, auto extrication incidents, rescue, all life and property saving functions with which the Department may be involved. The candidate will be responsible for purchasing, ensuring personnel receive appropriate training and all health and safety regulations are in compliance, maintenance and budgeting. The Fire Chief is the Alternate Community Emergency Management Coordinator (CEMC) for Huron East.

**1. Scope of position**

- i. Assumes the statutory duties of Fire Chief as stipulated in the Fire Protection and Prevention Act, and other Acts.
- ii. Provides leadership, direction and vision to full time non-union staff, part-time and temporary staff, firefighters, and contract service providers within the Fire Department. Motivates, coaches and guides staff, ensures that appropriate development strategies, plans, and training are in place to develop a high performing workforce. Ensures that mechanisms are in place to transfer knowledge of external best practices, and ensures compliance with applicable legislation.
- iii. Develops and recommends short and long-term financial strategies to address financial objectives of the fire department, including leading the development and updates of the fees and charges by-law.

- iv. Oversees the maintenance and repair of all buildings, apparatus and equipment for the Fire Department, including establishment and use of reserve and reserve fund accounts, and operational and capital financial planning.
- v. Directs the organization and administration of the Fire Department ensuring compliance with statutory and regulatory requirements.
- vi. Monitors, evaluates and reports on the effectiveness of policies, procedures and systems and how they meet the strategic and operational plans of the municipality for areas of responsibility.
- vii. Provides unbiased professional advice to Council and senior management team relating to implications of proposed actions.
- viii. Oversees Fire Prevention and Education activities and manages the Fire Prevention Officer (FPO).
- ix. Administers and fulfills the contractual obligations outlined in the fire suppression agreements with contracted municipalities and provides quarterly updates to our municipal partners and appear before their Councils as requested. This includes playing a key role in the renewal of municipal fire agreements with partnered municipalities.
- x. Monitors the continual updating of the municipal Asset Management Plan in conjunction with all department heads, ensures that the municipal asset data base is up-dated as assets are acquired or disposed of and verifies that appropriate financial records are kept for audit verification purposes
- xi. Assesses and evaluates internal controls and segregation of duties to ensure that systems and processes are functioning as designated and recommends and implements changes to ensure that the municipality's assets are properly safeguarded.
- xii. Develop, review and revise departmental policies and procedures, service levels and standards/performance measures, administrative processes and requirements.
- xiii. As a member of the senior management team, acts as champion in the municipality's strategic goals, of leadership, development, implementation and measurement of continuous improvement initiatives, department and corporate performance, customer service, technology and process improvements. Provides input on strategic initiatives; leads and/or participate on corporate project teams, as assigned.
- xiv. Identify and track grants and subsidies available from various government agencies/departments and other sources; coordinate preparation and submission of applications and progress reporting as required.
- xv. Reviews and comments on site plans, rezoning, subdivision agreements and new buildings.
- xvi. Prepare reports and attend Council(s), Committees of Council and other internal/external meetings and special events as required; make presentations, provide advice/guidance; make recommendations on standards and levels of service, policies and procedures.
- xvii. Undertakes representative duties as the Fire Chief with the community, provincial and inter-municipality as required/directed; and acts as an "ambassador" for the municipality supporting and championing corporate goals and decisions within the

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|        | community in a courteous, friendly and efficient manner to promote a high standard of customer service and public relations at all times.  |
| xviii. | Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the department in order that professional competence is maintained.   |
| xix.   | Ensures confidentiality of documents in accordance with MFIPPA.  |
| xx.    | To act as Alternate Community Emergency Management Co-ordinator (CEMC) and, in consultation with the Community Emergency Management Coordinator appointed by Council, ensures the development, maintenance and implementation of the Municipal Emergency Management Program and Emergency Plan. Plays a focal role in the response to emergencies and disasters. |
| xxi.   | Member of the Emergency Control Group and an active participant in municipal Emergency Management planning.  |
| xxii.  | Other duties as may be assigned by the Chief Administrative Officer.   |

2.	Key Responsibilities
i.	Develops and recommends policies for fire prevention, education and provision of firefighting service for approval by Council.
ii.	Develops and oversees the delivery of, and reports on, fire prevention programs.
iii.	Organizes and implements firefighting training programs with the Deputy Fire Chief and other fire officers.
iv.	Performs fire inspections as required.
v.	Is an Assistant to the Fire Marshall.
vi.	Prepares fire departmental annual budgets (capital and operations) for recommendation to Council. Identifies and assesses opportunities for operation improvements in collaboration with the District Chiefs and other fire officers.
vii.	Plans for and ensures effective operation of all firefighting equipment, facilities and systems.
viii.	Recruits and selects firefighters in collaboration with Deputy Fire Chief, District Chiefs and other fire officers.
ix.	Delivery of Community Awareness programs as it relates to fire safety and emergency preparedness. This could include speaking engagements at schools, nursing homes or businesses.
x.	Administers and enforces the Ontario Fire Code, Fire Protection and Prevention Act, and relevant municipal by-laws.
xi.	Maintains complete, accurate and timely records for the department.
xii.	Coordinates departmental activities and emergency planning with other municipal staff and agencies.
xiii.	Investigates and assesses all fire and rescue incidents, completing needed reports and referring to appropriate bodies.
xiv.	Assesses and responds to problems and/or complaints for the public with timely action and communication.
xv.	Monitors work/work sites for adherence to health and safety policies and practices.
xvi.	Administers and directs the emergency response capabilities of the municipality to a comprehensive level.

- xvii. Reports to and may assume command at major-emergency incidents.
- xviii. Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the department will maintain, and where possible, improve the level of service in the municipality.
- xix. Attends meetings of the municipality, (committee and council) attends area fire chief meetings, and county mutual aid meetings.

**SECTION A: SKILLS**

<b>1.</b>	<b>Knowledge</b>
<b>a)</b>	<b>Education – minimum education required (e.g.: High School, College Diploma, University Degree, Certificate, etc.)</b>
	<ul style="list-style-type: none"> <li>• Must be a graduate of the Ontario Fire College, Company Officer Diploma or equivalent. Mandatory certification requirement.</li> </ul>
<b>b)</b>	<b>Formal Training (designation(s) or certification(s)) required:</b>
	<ul style="list-style-type: none"> <li>• Mandatory Certification NFPA 1021 – Fire Officer I or able to obtain by July 1, 2026</li> <li>• Certified Community Emergency Management Coordinator designation preferred or ability to obtain.</li> </ul>
<b>c)</b>	<b>Experience - Minimum number of years of related work experience necessary to achieve proficiency on the job.</b>
	<ul style="list-style-type: none"> <li>• Ten (10) years as a firefighter.</li> <li>• Five (5) years as an Officer.</li> <li>• Thorough knowledge of the Fire Code of Ontario, Building Code, Emergency Preparedness Plans of the community, Occupational Health and Safety, Municipal by-laws, Freedom of Information and Protection of Privacy Act, and other relevant legislation/regulations and/or guidelines as it relates to municipal administration/operations and issues; provincial/federal programs, municipal by-law approvals processes; contemporary management practices.</li> <li>• Will possess strong management and supervisory skills within a non-unionized environment, public relations, record keeping, problem solving, report writing, project/time management, analytical, communication skills, both oral and written and shall exhibit excellent interpersonal skills.</li> <li>• Will possess political acumen and exceptional customer service skills and the ability to deal courteously and effectively with elected officials, the general public, residents, staff, other departmental, corporate contacts, businesses and other levels of government.</li> <li>• Thorough knowledge of rules and regulations of the department, operation of the apparatus, equipment and vehicles, and emergency first aid procedures.</li> <li>• Thorough knowledge of current firefighting and prevention techniques as normally acquired through job experience and training sessions and seminars.</li> <li>• Thorough knowledge of geographic properties of the communities that the department services.</li> <li>• Knowledge of the commercial, industrial, institutional, and residential activities and building construction of the community necessary to assess emergency situations.</li> <li>• Good communication and public skills in order to provide effective leadership in a high profile municipal position.</li> </ul>

<ul style="list-style-type: none"> <li>• Thorough knowledge of the Emergency Management Act.</li> <li>• Must be competent within the meaning of the Occupational Health &amp; Safety Act with a thorough knowledge and understanding of Health and Safety standards governing the Municipality.</li> <li>• Must ensure a high level of confidentiality, integrity and professionalism at all times.</li> <li>• Availability to attend evening and/or weekend meetings or other events as required.</li> <li>• Must possess and maintain a valid Class G Driver's License.</li> </ul>	
<b>d)</b>	<b>Other key skills necessary to achieve proficiency on the job. Examples: time management, organizational skills, leadership, computer knowledge, knowledge of local by-laws, knowledge of municipal statute, knowledge of Ontario Statute, certain licenses, ability to handle certain equipment, dexterity with hands</b>
Time Management	Teamwork
Leadership and Supervision	Confidentiality
Computer knowledge/skills	Communication skills
Political acumen	Conflict resolution/negotiation
Knowledge of statutes: municipal by-laws and Provincial and Federal regulations	Strong initiative and willingness to learn and take on new tasks and responsibilities
Public relations: Public, Staff, Council	Records Management
Customer Service Skills	Work independently and with others.

<b>2.</b>	<b>Decision Making – judgment, problem solving, creativity, initiative and analysis. Describe the following:</b>
	<ul style="list-style-type: none"> <li>• Decisions are of a complex nature. This position is periodically empowered to act without CAO or Council approval with respect to major/complex issues.</li> <li>• This position spends a lot of time investigating alternatives, conducting research (i.e. statutory responsibilities) before making a decision.</li> <li>• The Fire Chief is required to work autonomously and make decisions within guidelines. Decisions made by this position often represent the department.</li> </ul>
<b>3.</b>	<b>Communication – written, verbal and interpersonal</b>
	a. Excellent interpersonal and communication skills are essential
<b>a)</b>	<b>Internal contacts (council, managers, non-management staff)</b>
	Council, CAO, Department Heads, and staff
<b>b)</b>	<b>External Contacts (general public, suppliers, government, professionals, boards, etc.)</b>
	General public, suppliers, government, professionals, ministry contacts, and boards.

**Nature of the communication:**

- Communicates at a very high level: main focus is with staff, council and all outside agencies.
- Large volume of information which must be detailed, deal with complex confidential information
- Communication of highly complex information, negotiation, and communicating with difficult people and situations are regular occurrences.

**SECTION B: EFFORT****1. Mental Effort – concentration and attention, complexity and analysis required and mental fatigue.**

- Concentration required at times, some complexity to work, analysis and problem solving.
- High level of confidentiality at all times.
- Ability to react quickly and remain calm under pressure and strain
- Skills to supervise and co-ordinate staff; to liaison with peers, the public and media

**2. Physical & Manual Effort, manual dexterity, complexity, volume of work, sensory requirements, and physical fatigue.**

- Agility and strength to do prolonged and demanding work under adverse conditions.
- Must be in relatively good physical condition to perform duties as required.
- Manual dexterity for using computer keyboard, high volume of work at times.

**SECTION C: RESPONSIBILITY****1. Program Delivery: contact with the public, public relations, accountability, accuracy, consequence of errors, degree of independence in development/evaluation of programs/services, responsibility for policies and procedures, responsibility for planning**

- Performing of duties may have an immediate effect on the provision of programs/services.
- Frequent contact with the public.
- Gives input to development and evaluation of programs/services.
- Responsible for department functions.
- High degree of accountability and accuracy.
- Significant consequence as a result of errors
- Responsible for overall fiscal planning of the department

<b>2.</b>	<b>Human Resources: personnel policies and procedures, supervision, health and safety, training</b>
	<ul style="list-style-type: none"> <li>• Supervises or coordinates the work of the part-time Deputy Fire Chief, District Fire Chief(s), Fire Prevention Officer, Deputy District Chief(s), Captains, and volunteer firefighters;</li> <li>• Responsible for the department including HR policies, procedures and personnel files.</li> </ul>

<b>3.</b>	<b>Material &amp; information resources – equipment, property, data records and software, confidentiality</b>
	<ul style="list-style-type: none"> <li>• Responsible for storage and maintenance of material or information for the Department.</li> <li>• Gives input into purchasing decisions by CAO or Department Heads.</li> <li>• Responsible for purchasing in the department (follows procurement policy and approves invoices).</li> <li>• Uses small equipment safely</li> <li>• Provides input for policies and procedures relating to financial records, services, and systems</li> </ul>

<b>4.</b>	<b>Financial Resources – budgets, treasury, accounting and confidentiality</b>
	<ul style="list-style-type: none"> <li>• Work may be of confidential nature.</li> <li>• Responsible for the overall departmental accounting, and budget.</li> <li>• Consults with other Department Managers and CAO.</li> </ul>

**SECTION D: WORKING CONDITIONS**

<b>1.</b>	<b>Physical surroundings and hazards</b>
	<ul style="list-style-type: none"> <li>• Work is generally done at the Municipal office with occasional exposure to potential hazards when at a emergency scene or conducting inspections..</li> <li>• May be exposed to physical hazards and demands, which may involve risk of personal injury or loss of life. Exposure to dirt, fumes, fire, smoke, chemicals, and inclement weather may occur when attending to an emergency.</li> <li>• Requires the incumbent to be on call at all times when in the community to respond to emergency situations as required, i.e. all major incidents, and to ensure the prompt recording and reporting of all calls and relative documents.</li> <li>• Works overtime and unusual work hours as required.</li> </ul>
<b>2.</b>	<b>Mental Environment – interruptions, dealing with public, deadlines, control of work schedule, monotony, social disruption</b>
	<ul style="list-style-type: none"> <li>• Many interruptions.</li> <li>• Frequent contact with the public.</li> <li>• Frequent deadlines, must prioritize.</li> </ul>

**SECTION E: APPROVAL**

<b>Employee Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Name	
Signature	
Date	

<b>Supervisor Approval</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	

<b>Next Level of Supervision (If applicable)</b> <b>I have reviewed the above job description and agree it is accurate and complete.</b>	
Supervisor Name	
Supervisor Signature	
Date	