



Mulumur-Melancthon Volunteer Fire Department Job Description

POSITION: Volunteer Fire Chief
REPORTS TO: Mulumur-Melancthon Fire Board
POSITIONS SUPERVISED: Deputy Chief, Captains and Firefighters
ADOPTED: Motion #63-2014 November 27, 2014

JOB PURPOSE:

This is a senior administrative, operational and supervisor position responsible for planning, organizing, coordinating and directing all fire suppression, related emergency services, and fire prevention operations and programs for the Mulumur-Melancthon Fire Department. The Fire Chief is responsible for the continuous development and improvement of all departmental services and exercises a high degree of independent action, judgement and initiative on administrative, operational and technical matters, problems and decisions in accordance with Department and OFM policies, procedures and objectives.

DUTIES & RESPONSIBILITIES:

- Carries out all statutory duties of the position in accordance with federal and provincial statutes, including the *Fire Protection and Prevention Act, 1997* (FPPA), Occupational Health & Safety Act (OHSA), and the municipal Establishing and Regulating By-Laws.
- Supervises the overall administration of the Fire Department including the assignment and discipline of staff, preparation of operating and capital budgets and forecasts, requisitioning and control of materials, supplies and equipment and the preparation and maintenance of departmental records and reports.
- Organizes and assumes command of firefighting activities and related emergencies as required.
- Directs the operation, maintenance and repair of firefighting equipment.
- Plans for the orderly addition or replacement of facilities, vehicles and equipment relating to use, age or community growth.
- Directs the training of personnel engaged in firefighting, other emergency services and fire prevention and in the use of related equipment.
- Establishes rules, regulations and procedures for efficient departmental operations and consults with the Fire Board regarding major policy determination.

- Determines priorities to enable the most effective fire safety inspection and public education program delivery possible within available resource levels.
- Meets regularly with the Deputy Chief and Captains to ensure that all are following the policies, procedures and objectives of the department.
- Develops, implements and maintains Standard Operational Guidelines (SOG's) as required.
- Maintains the department communication systems.
- Maintains personnel records, prepares of payroll as required.
- Performs all duties as an assistant to the Fire Marshal, as prescribed by the FPPA.
- Demonstrates, promotes and instills professionalism in every aspect of the position.
- Exercises sound expenditure control activities within the Procurement Policy as adopted by the Board.
- Maintains a variety of statistical data, utilizing an electronic records management system and generates reports as required.
- Provides assistance and expertise to the Chief Building Official in respect of fire safety and protection systems required by the Ontario Building Code.
- Approves all training plans and programs for the department and ensures an acceptable skill level in areas of emergency response, fire safety inspections and public education programs, and ensures compliance with health and safety requirements relative to staff training.
- Maintains adequate staffing levels to permit the delivery of appropriate emergency response service.
- Attends Fire Board Meetings and Sub-Committee Meetings as required.
- Maintains records in accordance with retention policies
- Shares all duties with the Deputy Fire Chief.
- Other duties as assigned.

EDUCATION:

- Secondary School Graduation Diploma (or equivalent)
- Completed or enrolled in a recognized Officer Training Program.
- Demonstrated commitment to continuous learning through the Ontario Fire College is an asset; an equivalent combination of education an experience would also be considered acceptable.

EXPERIENCE:

- Must have at least 5 years' experience in progressively more responsible positions, preferably several at Firefighter to Deputy level – including one-year satisfactory service as a Deputy if possible.
- Must have demonstrated leadership and managerial ability, good communication skills, and a proven work record in the area of personnel management.
- A balance of education, training and broad practical experience is essential.

JOB SKILLS:

- Extensive knowledge of Fire Department rules, regulations, standing orders, policies, procedures and applicable Municipal and Provincial Codes, Acts and By-Laws.
- Thorough knowledge of the principles of effective supervision, training, Fire Prevention techniques and discipline of personnel.
- Thorough knowledge of the geography, building conditions and major fire hazards of the fire catchment area.
- Ability to effectively administer the operations of a fire department and exercise sound judgement in emergency situations.
- Thorough knowledge of current trends regarding the administration of firefighting and fire prevention activities.
- Ability to establish and maintain effective working relationships with various civic and business officials, staff and the general public.
- Ability to communicate effectively both in verbal and written form to promote and maintain effective public relations for the Department, the Board, and the participating municipalities.
- Ability to supervise and participate in the preparation of all necessary reports, including records and correspondence, including but not limited to all aspects of computer and technologically generated correspondence (i.e. Microsoft Word, Excel, PowerPoint, emails, texts, and other fire related software as necessary)

CONFIDENTIAL INFORMATION:

- Reports, memoranda and correspondence.
- Knowledge of department matters.
- Knowledge of personnel and legal matters.
- Attends Closed Sessions of the Board.

SUPERVISION AND/OR STAFF ADVICE:

- Supervises 1 Deputy Chief, approximately 4 captain positions and approximately 21 firefighting positions (all volunteer).
- Provides advice to staff, colleagues, board members, public and other agencies.
- No formal working hours; on call 24/7 for emergency situations.
- Exposure to extremely dangerous physical hazards when commanding firefighting operations.
- Exposure to poor weather conditions and prolonged time on the job during firefighting and emergency situations.

JOB LOCATION:

- Mulmur-Melancthon Fire Hall – 706116 County Road 21, Mulmur Ontario

COMPENSATION:

- In accordance with the Mulmur-Melancthon Fire Department's Adopted Wage Policy