



Township of South Frontenac Job Description

Title: Director of Emergency Services / Fire Chief

Department: Fire Department

Reports to: Chief Administrative Officer

Summary:

Responsible for planning, organizing and the day-to-day management of the department including fleet, equipment and employees. Provides administration, leadership, financial management, and communication and public relations for South Frontenac Fire & Rescue (SFFR) Services, including Suppression, Fire Prevention and Training Divisions.

DUTIES & RESPONSIBILITIES:

Operations & Administration

- Exercises the powers and duties imposed on the Chief Fire Official under the *Fire Protection and Prevention Act*, the *Ontario Fire Code* and other related Acts.
- Provides oversight for Fire Suppression/ Response operations; discharges duties of Incident Commander at major incidents as required; assists the Fire Marshal's Office with fire investigations; ensures appropriate reporting and follow-up to incident.
- Ensures compliance of the Occupational Health & Safety Act and Ministry of Labour Section 21 Guidelines.
- Oversees the development and delivery of Fire Prevention and Public Education Programs throughout the community; ensures special/high risk groups are identified and programs/measures are in place to promote fire safety and evacuation.
- Remains current in all aspects of the Fire Service and applicable legislation.
- Prepares, recommends and implements and reviews such Standard Operating Procedures, departmental guidelines and equipment maintenance programs as may be necessary for the care and protection of the department, for the conduct and safety of the paid on-call employees and generally for the efficient and effective operation of the department.
- Ensures adherence to all relevant Township policies and SFFR operating procedures.
- Ensures that all firefighters are adequately trained for their responsibilities as firefighters including administration and firefighting within budgets approved by Council.
- Maintains accurate records and provides oversight for the clerical duties and filing of all correspondence and records concerning the fire department.
- Ensures the buildings and equipment of the department are maintained in order to ensure the most efficient response time during emergency conditions.
- Assists the Chief Building Official, Zoning Administrator, Planner, CAO and others involved in plans examination and inspection of development or proposed development in the Fire area.
- Attends Council and senior management meetings, fire meetings and training, chief's meetings, and mutual aid meetings as required.

- Maintains confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA), and Municipal Policy.
- Functions as a member of the Municipal Emergency Control Group (MECG).
- Performs any other related duties assigned by his/her supervisor.

Leadership

- Provides supportive and consistent leadership, direction and mentoring to SFFR Officers, including performance management, training and development planning, problem solving/dispute resolution.
- Responsible for the employment relationship including discipline, safety and hiring for all SFFR employees, in consultation with Human Resources.
- Ensures all SFFR employees are managed and supported in a manner consistent with the Township's policies and procedures and applicable employment and workplace legislation.
- Ensures employees are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, ensure that documented procedural information is available, and that necessary reports/follow up to incidents are completed and reported accordingly.
- Fosters an environment of accountability, innovation/continuous improvement and empowerment anchored by the Township's commitment to Public Service Excellence.
- Ensures incident debriefings are conducted on a regular basis and assists in the coordination of professional support for critical incidents.

Financial Management

- Recommends operating and capital budgets for SFFR and long-range forecasts, including any potential funding sources.
- Prepares and/or oversees the preparation of grant and joint funding applications for projects, partnerships, etc.
- Administers/monitors the approved departmental budgets and provides required reports.
- Authorizes expenditures.
- Ensures tendering and procurement policies are followed and approves purchase orders and invoices relating to the fire department in accordance with the budget(s) approved by Council.

Planning

- Works with other Senior Managers and departments in the Municipality to ensure decisions are made that are the best for the entire organization.
- Makes the CAO and Council aware of any steps that can be taken to improve the efficiency and effectiveness of the Township's Fire Department.
- Participates in the development and implementation of strategic goals and objectives both within SFFR and across the Township.
- Oversees the negotiation and management of multi-jurisdictional and other fire-related agreements and makes recommendations to the CAO and Council, as applicable.

- Reviews and recommends changes to departmental strategy such as short and long term plans to the Chief Administrative Officer in order that department methods are compatible with and compliment the corporate goals and objectives.

Communication & Public Relations

- Establishes and maintains an effective working relationship with the Ontario Fire Marshall's Office & Emergency Management, other related provincial ministries and Fire Chiefs of similar sized municipalities in the area.
- Ensures that inquiries and complaints regarding SFFR activities or responsibilities are addressed promptly and, in a manner, consistent with the Township's service standards, policies and procedures and keeps the Chief Administrative Officer, Council and other Senior Managers informed as required.
- Prepares reports and attends Council, Committee and other internal/external meetings and special events as required.
- Promotes a high standard of customer service and public relations at all times.
- Develops effective communication systems to ensure employees are provided with timely, relevant and accurate information.

SUPERVISION:

- Works under the general supervision of the Chief Administrative Officer and has a reporting relationship to Council on an as required basis.
- Provides direct supervision to the Deputy Chief, and indirect supervision to Paid On-call Platoon Chiefs, Captains, and approximately 100 Fire Fighters.

QUALIFICATIONS:

- Minimum of ten years of experience in fire and rescue services including five years of progressively responsible leadership experience.
- Ontario Fire College certification and knowledge in all areas of fire services, including fire prevention, public education, investigations, code enforcement, communications, mechanical, fire suppression and emergency response.
- Knowledge of fire prevention methods and of the Fire Prevention and Protection Act and Part 3 of the Ontario Building Code required.
- Certification as a Fire Prevention Officer considered an asset.
- Degree/diploma in fire service management, business, public administration or related field would be an asset (acceptable equivalent combination of education and experience may be considered).
- Demonstrated ability to direct, guide, and evaluate the delivery of fire protection services.
- Experience with the administration and enforcement of existing legislative framework related to municipal operations such as the *Fire Protection and Prevention Act*, *Ontario Fire Code*, *Occupational Health and Safety Act*, *Emergency Management*, *Civil Protection Act* and Ministry of Labour Section 21 Guidelines.
- Demonstrated leadership skills including effective mentoring, coaching, counselling of a volunteer workforce along with conflict management, change management and strategic planning skills.



- Strong understanding of training and a background in adult education or Fire Service training programs.
- NFPA 1021 – Level I & II Fire Officer, Level III considered an asset.
- NFPA 1035 – Public Education Officer considered an asset.
- NFPA 1041 – Level I Fire Instructor.
- NFPA 1521 – Incident Safety Officer considered an asset.
- Current Standard First Aid/CPR BLS Certification.
- Demonstrated strong administrative skills, development and management of capital and operating budgets, departmental reporting, leadership experience.
- Demonstrated advanced computer skills with Microsoft Applications.
- Valid MTO Class DZ Ontario Driver's License, clean driving abstract and a current satisfactory Criminal Record Check and Vulnerable Sector Screening.
- Maintain the necessary skills and level of physical fitness to engage directly in emergency response, as and when necessary.
- Demonstrated ability to provide an engaging work environment where staff are motivated to set and achieve or exceed challenging goals; holds staff accountable and recognizes staff for their achievements.
- Demonstrated ability to be a team player in a political and community service environment who can establish and maintain effective working relationships with Council, staff, ratepayers, community stakeholders and the public.
- Demonstrates commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department.
- Thorough knowledge of the operation and maintenance of all apparatus and equipment, including considerable knowledge of hydraulics and the water supply system throughout the Municipality.
- Demonstrated ability to ensure a high level of confidentiality, integrity and professionalism, along with superior client service skills.

OTHER:

- This is a Full-time non-union position based on a 40-hour work week; flexibility throughout the year will be required.
- Must be prepared to be "on call" and available to work to handle emergencies or meet deadlines.
- Compensation is in accordance with the Salary Schedule and non-union employment policies adopted by Council and amended from time to time.
- Benefits are in accordance with Township policies.
- A 12-month probationary period is required.

Approved By:

Louise Fragnito,
Chief Administrative Officer



**Natural, Vibrant and Growing
– a Progressive Rural Leader**

Date: October 31, 2023