



## POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	Fire Chief Full-Time Permanent
<b>GENERAL SUPERVISOR:</b>	Chief Administrative Officer
<b>EMPLOYEE GROUP:</b>	Management/Non-Union
<b>PREPARED BY:</b>	Human Resources

---

### POSITION SUMMARY:

This leadership position in Fire & Emergency Services is tasked with overseeing personnel, resources, and strategic initiatives. Key duties include aligning decisions with the Town of Fort Frances Emergency Plan, managing business and financial operations, leading projects such as master planning and community risk assessments, analyzing the capital budget, and supervising the office administration team.

This position will also oversee municipal emergency services operations, including fire protection, act as the emergency management coordinator, and coordinate mutual aid programs.

### DIRECTION RECEIVED:

- The incumbent reports to the Chief Administrative Officer and is responsible for discharging the duties of the position with minimal supervision.
- The incumbent is directed by administrative and operating policies established by Council
- The incumbent is directed by provincial standards and regulations.

### DIRECTION OF OTHERS:

- Reporting to the Fire Chief is a complement of eight (8) full-time firefighters, and up to twenty-four (24) volunteer firefighters.
- The incumbent is responsible for preparing work schedules, establishing reporting procedures, approving leave requests, and authorizing overtime.

### REVENUE, ASSET, AND EXPENDITURE SCOPE

- Annual Budget: \$0.9M

- Assets \$2.1M

## **GENERAL RESPONSIBILITIES**

- Supervise the daily operations of municipal emergency services.
- Prepare duty rosters and prioritize tasks, including inspections of equipment, gear, and apparatus.
- Plan, schedule, and deliver staff training sessions.
- Collaborate with Operations and Facilities to request repairs and services for hydrants.
- Fulfill the responsibilities of an incident commander during major emergency situations.
- Represent Fire and Emergency Services on various committees and corporate projects.
- Complete notifications and reports as required by provincial and federal statutes.
- Promote and facilitate public education initiatives and media relations.
- Ensure proper interpretation and application of relevant legislation, codes, and by-laws.
- Oversee the development and implementation of fire department systems and programs.
- Advise the Council on strategic issues related to emergency services.
- Support the professional development of fire department personnel.
- Foster effective labor management relations.
- Establish and implement departmental planning processes.
- Coordinate emergency plans for the community control group and provide necessary training for agencies.
- Consult and recommend equipment requirements for the community control group.
- Review the emergency plan annually and suggest any policy changes.
- Plan and deliver training exercises for various response and emergency teams.
- Collaborate with the Ontario Fire Marshal's Office to remain informed about new techniques and technical advancements.
- Prepare annual budgets and authorize expenditures within established guidelines.
- If appointed by the Fire Marshal of Ontario, perform all duties of a Fire Coordinator as per the F.P.P.A.
- Undertake other related duties as assigned.
- 

## **EDUCATION AND QUALIFICATIONS:**

- A minimum of five (5) to ten (10) years of relevant or similar senior-level experience is required.
- Proven leadership, strategic planning, administration, and managerial capabilities are essential.
- Demonstrated proficiency in computer technology, along with a strong aptitude for learning and using new systems, is required.
- Preference will be given to candidates with a College Diploma or University Degree in Public Administration, Management, Fire Science, or a related discipline.
- NFPA Certification as a Fire Officer III or equivalent is required; candidates with Fire Officer IV certification will be prioritized.
- Certification as a Community Emergency Management Coordinator is an asset.
- NFPA Certification as a Fire Inspector II or equivalent is necessary.
- NFPA Certification as a Fire Investigator or equivalent is required.
- NFPA Certification as a Fire Instructor II or equivalent is preferred.
- NFPA Certification as a Public Educator or equivalent is an asset.
- NFPA Certification as an Incident Safety Officer or equivalent is required.
- Strong interpersonal and oral/written communication skills are necessary.

- Demonstrated community involvement is preferred.
- Knowledge of fire service legislation, codes, and procedures is essential.
- Familiarity with emergency management legislation is required.
- Proven success in change management techniques within a complex environment is important.
- A valid Ontario Class 'Z' Driver's License (or equivalent) is an asset.

#### **OTHER SKILLS AND ASSETS:**

- Expertise in Municipal, Regional, Provincial, and Federal Governments, along with applicable legislations and an understanding of current social, economic, and political priorities, is an advantage.
  - Knowledge of Town of Fort Frances Fire & Emergency Services is considered beneficial.
  - Strong relationship management and public relations skills are essential; the ability to engage with internal and external stakeholders, community groups, government agencies, and both public and private sector organizations is crucial.
  - Highly developed organizational skills with attention to detail, capable of managing highly complex tasks while meeting critical deadlines.
  - Exceptional analytical skills for complex problem-solving, along with fiscal and financial acumen.
  - The incumbent must demonstrate proficiency in Microsoft Office, related software, and other relevant corporate systems (e.g., HRIS, payroll, or enterprise applications).
- **EFFORT:**
- Continuous concentration is required in the preparation of reports, schedules, with occasional interruptions by staff and telephone calls.
  - Participation in fire and rescue operations involves a full spectrum of physical effort. Muscular exertion is required to lift, carry, and move equipment, materials and victims in excess of 100 pounds and over 20 feet.

#### **WORKING CONDITIONS:**

- The incumbent is required to work a minimum of 40 hours per week on a flexible schedule, with duties performed primarily during regular business hours.
- Out-of-town travel averages to 20 days per year.
- Additional hours average 20% in excess of regular hours due to emergency call out.
- Approximately 90% of the day is in private office with remaining time travelling or in educational setting.
- As a fire and rescue team member the incumbent is occasionally exposed to risks, heights of 25 to 50 feet and a variety of hazards, chemical substances, toxic fumes, explosion, fire and flames, electrical shock, radiation, etc. for long periods of time.

#### **CONDITIONS OF EMPLOYMENT**

- The incumbent is required to provide a Vulnerable Sector Check