



TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title: **Director of Fire & Emergency Services**

Report to Title: **CAO**

Updated: January 2018

Pay Range:	Band 4
Position Status:	Full time employee
Pay Method:	Salary
Normal Work Week:	37.5 hours
Overtime paid	No (Management)
Location:	Blyth

A. POSITION DESCRIPTION

1. Scope of Position

- The Director of Fire & Emergency Services has responsibility for the overall operation of the Fire Department of North Huron (FDNH) including, fire prevention, fire suppression, hazardous materials incidents, auto extrication incidents, rescue, all life and property saving functions with which the Department may be involved, purchasing, ensuring personnel receive appropriate training and all health and safety regulations are in compliance, maintenance and budgeting. The Director also has responsibility for the preparation and monitoring of the annual operating and capital budgets as well as overseeing the maintenance of all buildings, apparatus and equipment for the Fire Department of North Huron.

His/her work is administrative and supervisory oriented. Although suppression is an essential component of any fire department the primary focus will be on fire prevention and public education as the first line of defence. This position has a high degree of responsibility for the prevention of loss of lives and property in the Township and the neighbouring municipalities who purchase fire suppression services from the Township of North Huron and FDNH.

2. Key Responsibilities

- Be on-call on a rotational basis and respond to emergency calls.
- Determines causes of fires in conjunction with other officers and ensures that the necessary forms are completed.
- Preparation, presentation and administration of the Fire Department budget.
- Plans, co-ordinates and directs the fire prevention, fire suppression, rescue and life and property saving functions.
- Reports to and assumes command at major incidents.
- Direct and co-ordinate fire prevention activities.
- Maintains discipline and morale of the Department.
- Purchases all major equipment and ensures the maintenance of same.
- Ensures that all the stations are maintained and kept in good repair.
- Maintains comprehensive records in areas such as staff training, attendance, apparatus and equipment maintenance, personnel, emergency responses and fire safety inspections.
- 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, recommend improvement to the level of service in the Township.
- Confers with the CAO to ensure that the activities of the Department are consistent with the Department's Establishing and Regulating By-law and with the goals and objectives of the Township as established by Council.
- Meets regularly with the Deputy Chiefs and other officers to ensure that they are following the procedures and goals of the Department.
- Recommends to Council the hiring of personnel as required to maintain the manning level as established by Council.
- To act as North Huron's 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 Township's response to emergencies and disasters.
- Attends Senior Management Team (SMT) meetings and provides updates on FDNH projects and initiatives and contributes to the overall discussion regarding corporate initiatives.
- Assists with the Emergency Services Training Centre (ESTC), as needed
- Oversee Fire Prevention and Education activities and manage the Fire Prevention Officer (FPO).

- Attend quarterly meetings of the Huron County Mutual Aid Association, Huron County Fire Chiefs and the Huron County Emergency Management Committee and other meetings as necessary to represent the Township's interests.
- Carry out and fulfill the contractual obligations outlined in the fire suppression agreements with the Municipalities of Ashfield Colborne Wawanosh, Central Huron and Morris-Turnberry and provide quarterly updates to our municipal partners and appear before their Councils as requested.
- Complete performance evaluations on those under his/her direct supervision and ensure that evaluations are completed for the fire fighters.
- Comments on site plans, rezoning, subdivision agreements and new buildings.

3. Key Relationships

Internal

- Council Members: *interaction as arranged with CAO*
- CAO: *daily interaction re affairs of Township/FDNH*
- All Associated Staff

External

- Township Professionals: *as appropriate*
- Ontario Government Officials: *bi-weekly interaction re policies & legislation*
- Public: *daily re Township operations*
- Media: *as appropriate*
- Other Authorities: *as appropriate*

Strong interpersonal and communication skills are essential to perform this position competently.

4. Decision Making Authority

The Director of Fire & Emergency Services' role is administrative in nature and involves the responsibility for the planning, co-ordinating, operating and efficiency of the Fire Department. The work is performed under the general direction of the CAO. This rank allows considerable exercise of independent judgement in accordance with established policies and objectives.

5. Problem Solving Responsibility

The Director of Fire & Emergency Service position is required to solve many complex and varying problems. Often the problems require detailed analysis and research. Data must be collected from various sources. Projects often will take weeks or months to complete. Often problems must be solved and recommendations made autonomously.

B. POSITION SPECIFICATIONS

To perform the Director of Fire & Emergency Services position competently, an individual must possess and agree to constantly update appropriate knowledge of municipal and related statutes and all those skills listed below under “3. Other Skills”. This will involve taking seminars, courses and reading current publications. The individual also needs to be a resident of the community for the purposes of being on-call and responding to emergency calls.

The formal education and training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation but have compensating work experience.

1. Formal Education and Training

Minimum Degree required: Ontario Fire College, Regional Fire Schools or education seminars.

2. Work Experience

Minimum Years Required

Experience as a Fire Fighter
Experience as an Officer

Ten
Five

3. Key Skills, Knowledge & Abilities

- ability to supervise fire fighters, maintain discipline, have sound judgement, be resourceful and in good physical condition.
 - ability to create complex reports and Standard Operating Guidelines.
 - ability to foster and maintain a close working relationship between the Blyth and Wingham Fire Stations.
 - ability to enforce fire safety legislation to achieve compliance.
 - ability to assess and evaluate program and performance effectiveness.
 - knowledge of modern fire prevention and fire suppression methods.
 - knowledge of the Township and surrounding areas protected by agreement.
 - knowledge of the type of buildings in the Township.
 - knowledge of rescue and first aid procedures.
 - knowledge of safety procedures, rules and equipment.
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C. POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Director of Fire & Emergency Services is directly responsible to the CAO and ultimately responsible to Council for the Fire Services of the Township, according to applicable legislation.

2. Supervisory Responsibility

Directly supervises the Blyth and Wingham Stations and all associated staff, specifically the Fire Prevention Officer (FPO).

D. WORKING CONDITIONS

1. Physical Effort and Environment

The Director of Fire & Emergency Services is required to attend evening and weekend meeting and events. The Director will be expected to and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

2. Mental Effort

The mental strain resulting from the work of the Director of Fire & Emergency Services is considerable and constant. There are many interruptions. Decisions must be made quickly. Tight deadlines must be met.

The Director of Fire & Emergency Services is required to speak in public quite often. Problems to be addressed are complex and varied.
