

POSITION TITLE: FIRE CHIEF
REPORTS TO: Chief Administrative Officer
REPORTS: Fire Fighters
Date APPROVED: January 16, 2023
Date REVISED:

PRIMARY DUTIES & RESPONSIBILITIES:

- 1) Develops, reviews and implements all firefighting policies and procedures following the municipal bylaws, and provincial and federal legislation.
- 2) Responds to fires and other emergency incidents, including evening and weekend response calls.
- 3) Takes a lead role in organizing and assuming command of firefighting and related emergency activities.
- 4) Provides vision, leadership and strategic direction to firefighters in a manner that contributes to their motivation, morale, commitment, and contribution to the department.
- 5) Responsible for all human resources matters including volunteer recruitment, retention, succession planning, personnel issues, and disciplinary actions.
- 6) Responsible for maintaining a respectful workplace, free of harassment, and discrimination within the department and managing conflicts that arise.
- 7) Establishes, implements and regularly updates operation guidelines based on best practices and relevant legislation and regulations.
- 8) Develop and maintain training programs per applicable bylaws and legislation and maintain accurate record management of all training.
- 9) Ensures pre-plans are in place for all public, commercial, and industrial properties within the fire protection area.
- 10) Promotes and facilitates positive public relations through presentations, public education, other programs, and media opportunities and participates in promotional and special events.
- 11) Participates in a variety of committees and collaborates with the Town and RM Council, staff, and volunteers to develop and update long-range capital and financial plans.
- 12) Ensures the department operations adhere to long and short-term budgets, bylaws, and policies.
- 13) Directs the operation, maintenance, control and repair of all firefighting equipment, and other department property, while maintaining accurate records.
- 14) Assists with fire investigations.
- 15) Liaises with representatives of neighbouring fire departments to ensure adequate agreements are developed to mitigate major emergency incidents.
- 16) Maintains ongoing professional development to ensure knowledge of updates, standards, and regulations, including WorkSafe Saskatchewan.
- 17) Builds and maintains strong working relationships with staff and a wide range of external stakeholders including Provincial ministries, regulatory agencies, consulting groups, community groups, neighbouring municipalities, committees, and first nations.
- 18) Builds strong working relationships with all the Town departments to coordinate projects and ensure information flow.
- 19) In the event of an emergency, this position may be a member of the Emergency Operations Centre (EOC) and staff team.
- 20) Performs other duties as assigned.

SPECIFICATIONS:

Experience & Qualifications

- Completion of Grade 12 or equivalent.
- Current Standard First Aid and CPR-C certificates
- Current certification of the NFPA 1001 Level II, NFPA 1021 Level II
- Minimum of five (5) years of increasingly responsible experience within the fire service.
- A satisfactory criminal record and vulnerable sector check.
- Class 5 Drivers License with a satisfactory driver's abstract required.

Required Skills

- Ability to pass a medical examination.
- Ability to motivate and lead personnel, maintain discipline, promote harmony and cooperate with other officials.
- Advanced knowledge of the rules, regulations and policies governing the activities of the Fire Department.
- Proficient with standard software packages such as databases and word processing software.
- Effective written communication skills, including the ability to prepare reports.
- Demonstrated skills in team leadership and development, including the ability to develop rapport, nurture and establish effective working relationships with volunteers, other Town department staff, external stakeholders, community partners and the public.
- Is consistent and fair, has strong ethics and integrity, and possesses cultural awareness and sensitivity.

Accountability/Responsibility

Reporting to the CAO, the Fire Chief is responsible for the overall management of the fire and rescue department to ensure that trained volunteers are available in the event of a fire or rescue event.

UNIQUE POSITION REQUIREMENTS

- Participation in physically demanding activities.
- May be exposed to noxious smoke, fumes and other potentially dangerous environments.
- May be exposed to high levels of mental and emotional stress.

Incumbent

Chief Administrative Officer

Date