

Fire Chief
Office of the CAO

Job Description:

Reporting directly to the CAO, the Fire Chief is responsible for providing emergency response for the Municipality of Leamington as well as assists in the strategic direction for the operation of the Fire Department. Work is performed according to established policies with the latitude for the use of independent judgment in the selection of work methods and procedures. This role must be competent within the meaning of the Occupational Health & Safety Act. In addition, this position must be capable of recognizing work hazards and be able to translate same into operational recommendations and requirements.

Specific Duties:

- Make recommendations regarding policies and directives related to Fire Services.
- Execute policies and directives established by Council and the CAO.
- Represent Fire Services on Committees
- Administer the requirements of the Ontario Fire Protection and Prevention Act, the Ontario Fire Code and mandated directives/policies of the Ontario Fire Marshall.
- Responsible for the financial management of the Fire Services division:
 - prepare, present, monitor and evaluate annual capital and operating budgets as requested by administration;
 - set service level goals and monitor against financial targets as approved by council;
 - manage capital projects/programs including work assigned to others (contracts, etc.);
 - project variances as part of the monthly review; monitor and control budgets in conjunction with finance staff;
- Direct and oversee the firefighting, public education, fire prevention, rescue and life and property saving functions of the department.
- Recognize work hazards and develop procedures and training to address safety concerns;
- Report and assume command at major emergent incidents.
- Develop protocol to ensure departmental command at all times.
- Make recommendations to the CAO regarding all employee matters in accordance with the collective agreement and the Policies and Procedures of the Municipality of Leamington.
- Direct and oversee the administration of training curriculum, programs and procedures for the fire department.
- Responsible for the customer services and administration components of the fire services division;
- Provide fire cause and determination services at all responses and when required notify other investigating agencies for further investigation. Provide expert witness services when required.
- Direct and oversee the preparation of apparatus and/or equipment specifications as well as direct and oversee the preparation and receipt of RFP's or tenders where required for same.
- Provide comments on site plans, re-zonings, subdivision agreements and new buildings as they pertain to fire services concerns & issues.
- Oversee recruiting, interviewing, training, performance management, etc. of the employees in the Fire Services department in conjunction with the Human Resources department.
- Accountability for health and safety responsibilities of staff; Must adhere to the OHSAs as well as the Municipality of Leamington's Health and Safety Policies and Procedures including WHMIS.
- Act as CEMC for emergency response including provide recommendations and strategies regarding emergency response. Assist as required with the development, training and implementation of the municipal emergency plan.
- Other duties as assigned

Qualifications:

- Must be a graduate of the Ontario Fire College, Company Officer Diploma (OFC).
- Must be in certified and in good standing in Company Officer Certification (ProBoard).
- Certified Municipal Manager Level III would be an asset.
- Must be certified as a Public Information Officer.
- Must be certified as a Community Emergency Management Coordinator.
- Must be knowledgeable in the collective bargaining process.
- Must have a minimum of 5 years' experience managing in a unionized environment.
- Must have experience demonstrating effective written and verbal communication skills.

- Must have knowledge of computer software programs in a Windows and Microsoft Office environment.
- Must have knowledge of Ontario FPPA, Ontario Fire Code, Ontario Building Code, NFPA Standards and LFFA collective agreement.
- Must have experience demonstrating strong organizational, sound judgment and leadership skills.
- Must have experience with emergency planning and emergency response.
- Must possess and maintain a valid Ontario DZ Driver's License.
- Must be currently certified in First Aid and CPR.
- Must have knowledge of Pump Operation.

Hours of Work:

35 hours per week with the expectation of attendance at major incidents a priority as required.

Employee Group:

Non-Union.

Wage Rate:

\$3,834.70 to \$4,331.57 biweekly (2017 Rates) and a benefits package is included.

Closing Date:

Applications must be received by 11:59 PM, Sunday May 14, 2017.

How to Apply:

Interested candidates must apply online, at our website, www.learmington.ca/careers

We thank all applicants, however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761