



TOWN OF PLYMPTON-WYOMING

POSITION DESCRIPTION

TITLE: Director of Fire and Emergency Services / Fire Chief

REPORTS TO: Chief Administrative Officer

DEPARTMENT: Fire and Emergency Services Department

POSITIONS SUPERVISED: Fire and Emergency Services Department Personnel

POSITION SUMMARY:

The Fire Chief is responsible for and will provide leadership, technical expertise, overall management, and operation of the Plympton-Wyoming Fire and Emergency Services Department, including fire prevention, fire suppression, emergency response, training, fire inspections, Fire Code enforcement and public education in accordance with applicable legislation. The Fire Chief will also act as the alternate CEMC.

PRINCIPAL RESPONSIBILITIES:

- Principle advisor to CAO and Council on matters of fire protection, emergency services and preparedness;
- Prepare, in partnership with the Treasurer, departmental budgets (operating and capital) including forecasting, in accordance with direction from Council and the needs of the department;
- Develop, implements and maintains the Town's Master Fire Plan including a yearly review;
- Regularly reviews and evaluates departmental administrative and service delivery processes with a view to streamlining/updating practices and fostering excellence in service delivery;
- Oversees the development of, and authorizes departmental policies and procedures respecting the Fire service;
- Responsible for overseeing the Fire Prevention Education Program, carrying out public education in the municipality to ensure the requirements of the Ontario Fire Code and Fire Protection and Prevention Act are met;
- Leads recruitment and retention strategies of the Volunteer Fire Fighters;
- Regularly attend to and liaison with the Plympton-Wyoming Fire Executive Committee;
- Establishes and maintains a working environment which promotes positive morale and teamwork;

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- In partnership with the CAO and Treasurer, Prepare any applications for funding from the Province, Federal government, or other sources;
- Develops and maintains positive collaborative relationships with firefighters, residents and government bodies;
- Conducts fire inspections throughout the municipality;
- Coordinates the Fire Training Program, together with senior Fire Department officers, to ensure that all staff are trained to approved standards;
- Review development plans and sites for new construction, including renovations of buildings, to ensure that the fire and safety issues are addressed;
- Ensures emergency preparedness, response and recovery services are readily available and administered. Acts as the alternate Community Emergency Management Coordinator (CEMC);
- Oversees Fire Prevention Services;
- Ensures implementation of and compliance with applicable legislation, regulations, policies, procedures, and standards including but not limited to, Corporate Policies, *Occupational Health and Safety Act*, Fire Safety Plans, Electrical Safety Authority, *Technical Standards Act*, the *Municipal Act*, etc.
- Perform additional duties, undertake additional responsibilities and special projects, as required.

REQUIRED EXPERIENCE, EDUCATION, AND SKILLS:

- Completed Post-Secondary Education with 10 years fire suppression experience of which at least 5 years have been in a senior level position, ideally in an environment including volunteer/on-call firefighters and multiple stations;
- Certified as a Company Officer with the Ontario Fire College (NFPA Fire Officer - Level 3);
- CEMC certification would be considered an asset. The successful candidate would receive training if they do not already hold it;
- Possess NFPA 1041 Fire Service Instructor Level 2 or NFPA 1031 Fire Inspector Level 2 or equivalency would be considered an asset. The successful candidate would receive training if they do not already hold it;
- Motivating and forward thinking with a proven ability to provide effective leadership using professionalism, integrity and accountability creating a strong team environment;
- Exceptional organizational, project management, interpersonal, verbal and written communication skills, with an ability to interact between government and the private sector;
- Ability to identify opportunities for improvement and efficiencies and to adapt to and manage change;
- Solid and demonstrated leadership skills with an ability to engage staff and create trusting and positive working relationships;
- Must be a team player with a commitment to quality customer service and well-developed public relations skills;
- Must have demonstrated leadership and managerial ability; a proven work record in the area of personnel management;

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- Extensive knowledge of Fire Department rules, regulations, standing orders, policies, procedures and applicable Municipal and Provincial Codes, Acts and By-Laws;
- Excellent critical thinking and problem solving skills;
- Proficiency in Microsoft office programs and database applications;
- Current Standard First Aid and CPR Certificate;
- The successful applicant would be required to obtain a criminal record check and/or vulnerable sector check;
- Valid Ontario DZ Driver's License and a clean driver's abstract.