

FIRE CHIEF / FIRE PREVENTION OFFICER

Department: Fire Services

Classification: Full-Time, Permanent, Management – Non-Union

Pay Band: 11

Hours of Work: 40 hrs/week

Reports to: Chief Administrative Officer

Direct Reports: Volunteer Fire Officers and Volunteer Firefighters

Position Summary

The Fire Chief / Fire Prevention Officer is responsible for the leadership, administration, operational readiness and delivery of the Town's fire protection services.

As the Fire Chief appointed by Council, the position leads the Town's volunteer Fire Department and is responsible for emergency response, firefighter recruitment and development, training, fire prevention, public education, equipment readiness and departmental administration.

As the Town's primary Fire Prevention Officer, the Fire Chief conducts and coordinates Fire Code inspections, enforcement, fire safety planning, community risk reduction and public fire and life-safety education.

This is a hands-on management position. The Fire Chief is the only full-time employee assigned to the Fire Department and personally performs much of the Department's regular daytime prevention, administrative and community outreach work while leading volunteer firefighters during training and emergency operations.

Primary Responsibilities

1. Volunteer Fire Department Leadership and Emergency Operations — 35%

- Lead and administer the volunteer Fire Department in accordance with legislation, municipal by-laws, policies and Council-approved service levels.
- Provide leadership, direction and supervision to volunteer officers and firefighters, including recruitment, orientation, training, attendance, conduct, performance and succession planning.
- Direct emergency operations, assume or assign incident command, and coordinate fire suppression, rescue and other approved emergency services.
- Maintain an effective officer structure and ensure firefighters are trained, equipped and available for the services delivered by the Town.
- Coordinate mutual aid, maintain emergency-service partnerships, review significant incidents and implement improvements.

2. Fire Prevention and Enforcement — 25%

- Develop and administer the Town's fire prevention inspection program, including mandatory, complaint, requested, risk-based and vulnerable occupancy inspections.
- Inspect properties within the Fire Chief's qualifications and explain Fire Code requirements and corrective actions to owners, occupants and contractors.
- Review Fire Safety Plans, prepare inspection reports, notices and orders, monitor compliance and conduct follow-up inspections.
- Initiate enforcement where voluntary compliance cannot be achieved and maintain complete inspection and enforcement records.
- Provide fire-service input on building plans, permit applications and development proposals, and work with the Chief Building Official and Building Inspector on fire-safety matters.
- Conduct or coordinate fire investigations where certified and maintain required fire-loss, inspection and investigation information.

3. Public Education and Community Outreach — 15%

- Develop and deliver fire and life-safety education programs, including Fire Prevention Week, seasonal campaigns and public presentations.
- Promote smoke alarms, carbon monoxide alarms, home escape planning and other preventative measures.
- Participate in community events, open houses and public-information sessions, and prepare educational materials, notices and social media information.
- Build relationships with schools, seniors' organizations, health providers, businesses and community groups.
- Promote volunteer firefighter recruitment and adapt public education activities based on community needs.

4. Community Risk Reduction and Planning — 10%

- Maintain and implement the Town's Community Risk Assessment and use it to guide prevention, public education, training and operational priorities.
- Monitor community development, demographics and hazards that may affect fire protection needs.
- Recommend changes to fire protection programs, service levels, operating procedures and the Fire Department Regulating By-law.
- Participate in municipal emergency planning and coordinate with internal departments and external agencies on community-safety initiatives.

5. Apparatus, Equipment and Departmental Readiness — 10%

- Ensure apparatus, vehicles, personal protective equipment, communications systems and firefighting equipment are inspected, tested, maintained and documented.

- Coordinate maintenance, repairs, required testing and removal of unsafe equipment or apparatus from service.
- Monitor inventories, maintain station readiness and ensure equipment is returned to service after incidents and training.
- Develop long-term replacement plans and recommend capital purchases and priorities.

6. Administration and Financial Management — 5%

- Prepare and administer operating and capital budgets, monitor expenditures and follow municipal purchasing requirements.
- Prepare reports, recommendations, statistics and required municipal or provincial reporting.
- Maintain firefighter personnel, training, inspection, incident and equipment records.
- Attend Council, management, committee and public meetings as required and respond to public inquiries or complaints.
- Identify grants, partnerships and shared-service opportunities and participate as a member of the municipal management team.

Occupational Health and Safety

The Fire Chief shall:

- Lead the Fire Department's occupational health and safety program and take every reasonable precaution to protect volunteer firefighters.
- Ensure firefighters receive appropriate information, instruction, training, supervision and personal protective equipment.
- Investigate or coordinate investigations of injuries, exposures, near misses and safety concerns, and implement corrective measures.
- Maintain required exposure, respiratory protection and fit-testing records.
- Stop unsafe activities, remove unsafe equipment from service and support the Town's broader health and safety program.

Decision-Making Authority

- Direct Fire Department personnel, assign duties and training, and manage emergency operations, including incident command.
- Request mutual aid and additional emergency resources as required.
- Conduct Fire Code inspections, issue enforcement documentation and establish departmental training and operating schedules.
- Remove unsafe apparatus or equipment from service and approve routine purchases within delegated authority.
- Make recommendations regarding firefighter appointment, promotion, discipline and removal.

Qualifications

Education and Experience

- Post-secondary education in fire services, fire protection, emergency management, public administration or a related discipline, or an equivalent combination of education and fire-service experience.
- Minimum five years of progressive fire-service experience, including officer, incident command or supervisory responsibilities.
- Experience in a volunteer or composite Fire Department, including volunteer recruitment, leadership and development.
- Experience with fire prevention, inspections, public education and emergency response.
- Municipal budgeting, administration and report-writing experience is considered an asset.

Certifications

- NFPA 1001 Firefighter II or recognized equivalent;
- NFPA 1021 Fire Officer certification appropriate to the position;
- NFPA 1031 Fire Inspector I and any additional Fire Inspector certification required for inspections performed by the Town;
- NFPA 1035 Fire and Life Safety Educator I;
- NFPA 1041, NFPA 1033 and NFPA 1002 qualifications where required by the duties performed;
- Valid First Aid and CPR certification.

Additional Requirements

- Valid Ontario Class DZ driver's licence, or ability to obtain it within an approved timeframe where required.
- Satisfactory police record check.
- Ability to perform emergency-response duties and work evenings, weekends, irregular hours and after-hours emergencies.
- Strong written, verbal, interpersonal, administrative, computer, recordkeeping and budgeting skills.
- Ability to communicate effectively in English and French.

Core Competencies

- Leadership, accountability and initiative
- Emergency decision-making and operational planning
- Volunteer workforce leadership, coaching and development
- Fire-prevention judgment and regulatory compliance
- Community orientation and public communication
- Conflict resolution, collaboration and professionalism

- Financial management

Working Conditions

- Regular office and fire station work, inspections, public education and community activities.
- Evening, weekend and after-hours work for training, meetings and emergency response.
- Exposure to emergency-scene hazards, including fire, smoke, hazardous materials, traumatic incidents and extreme weather.
- Inspections may involve construction sites, industrial properties, ladders, stairs and difficult-to-access areas.
- Travel throughout the municipality and surrounding response area and use of appropriate personal protective equipment.

General

The duties listed describe the general nature and level of work assigned to the position and are not intended to represent an exhaustive list of responsibilities.

The employee may be assigned other related duties consistent with their qualifications, statutory appointment and corporate responsibilities.