



Director of Fire & Emergency Services

Title: Director of Fire & Emergency Services	Department: Fire
Reports To: Chief Administrative Officer	Date Approved: March 2023
Salary Range: Pay Grade 6 (\$105,275 - \$114,815) (<i>Pending Job Evaluation</i>)	Status: Temporary/Full-time (1 Year Contract)

Position Profile:

As a member of the Senior Management Team and reporting to the Chief Administrative Officer, the Director of Fire & Emergency Services is responsible for the overall operation of fire services including administration, policy development, operational procedures, fire suppression/investigation, fire prevention and public education, emergency medical responses, community emergency planning, health & safety, public relations, ensuring compliance with the Ontario Fire Code, Municipal By-Laws and Provincial and Federal Legislation in the Municipality.

The South Dundas Fire Services consists of three (3) fire stations and a volunteer force of approximately 66 volunteer firefighters.

This position also serves as the Community Emergency Management and Occupational Health & Safety Coordinator for the Municipality.

Key Duties/Responsibilities/Activities:

Fire Services

- Acts as Director of Fire & Emergency Services Official for the Municipality.
- Evaluates municipal needs and circumstances relating to fire protection and emergency response.
- Evaluates and measures municipal fire risk.
- Acts as an assistant to the Fire Marshal and performs all duties associated with the position.
- Acts as the principal advisor to Council on matters of fire protection and emergency management and preparedness.
- Manages and administers the fire safety, suppression, and emergency services for the Municipality.
- Applies the provisions of the Fire Protection and Prevention Act and the Ontario Fire Code through fire safety inspections and fire code enforcement.
- Assumes incident command at major emergencies.
- Establishes and maintains a working environment which promotes positive morale and teamwork.
- Promotes fire prevention and education.
- Ensures all department personnel receive adequate training and professional



development in their respective areas, as deemed appropriate in accordance with approved budget allocations.

- Develops, plans, implements, and manages a fire prevention inspection program.
- Performs leadership, administrative and supervisory functions including recruitment, training, hiring, promotion, performance, discipline, performance evaluations and termination of all Fire Services employees including volunteers subject to all Municipal policies and procedures, Provincial and Federal laws and in consultation with the Chief Administrative Officer where appropriate.
- 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 Acts, etc.
- Review, update, implement and maintain the Fire Establishment and Regulating by-law for the Municipality.
- Implements and maintains the Master Fire Plan for the Municipality.
- Prepares reports and recommendations for Council's review regarding fire services.
- Responsible for the direction, preparation, submission, and control of all budgets under the Department's jurisdiction as approved by Municipal Council.
- Administers tenders, RFP's, RFQ's and purchases for the department within approved budgets and in accordance with the Municipal Purchasing Policy.
- Administers and enforces the Ontario Fire Code, conducts inspections within the Municipality. Acts as Provincial Offences Officer through Inspection Orders and judicial proceedings.
- Responds to inquiries, complaints and problem situations when required.
- Investigates complaints and claims, provides prompt follow-up, and submits reports to the appropriate authorities if necessary.
- Liaises with and develops positive stakeholder relations with stakeholders, residents, the business community, local boards, and authorities, and the Provincial and Federal Governments.
- Researches, outsources, and ensures that best practices are used, and performance meets or exceeds the required standards.
- Ensures that all staff are trained in new operating procedures, safety, and legislative requirements and that all certifications and training courses are current.

Emergency Planning

- Updates and maintains the Municipal's Emergency Plan and acts as the Community Emergency Management Coordinator (CEMC).
- Works closely and cooperatively with other Municipal Departments, Emergency Management Ontario, Mutual Aid System and County Services.
- Discharge the duties and responsibilities of the Community Emergency Management Coordinator in accordance with the Emergency Management Act including administrative, supervisory, operational, planning, coordinating, and overall efficiency.
- Attends Fire Chiefs and Emergency Management Coordinator meetings.



- Interacts with Council, CAO, and other departments to establish, update, train and test the municipality's Emergency Management Plan.
- Manages and coordinates emergency response operations.
- As Community Emergency Management Coordinator, supervise varying numbers of personnel involved with specific emergency management appointments or duties.
- Schedule, assign duties and meets regularly with fire department personnel and members of the Emergency Management group to ensure procedures and goals are met.
- Management at emergency scenes and disasters.
- Duties and responsibilities of Incident Commander within the Incident Management System.

Occupational Health & Safety

- Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the operational policies of the Municipality of South Dundas.
- Research, develop, implement, and monitor appropriate health and safety policies, procedures and workplace practices in coordination with the Joint Occupational Health and Safety Committees, Employee Services Department, or management as appropriate to minimize the risk and liability to the Municipality of South Dundas and ensure compliance with the *Ontario Health and Safety Act (OHSA)*, Regulation and Code.
- Encourage, enhance, and support the development of a positive safety culture through implementation of modern safety practices, applying concepts, principles and practices involved in the anticipation, evaluation, control and elimination of hazards, accidents and injuries of employees in on-the-job situations. Interpret and communicate a wide range of organizational and legislative requirements to all employees.
- Provide guidance and support to management and assist in the development, implementation, promotion and auditing of department specific health and safety procedures to implement and improve proactive health and safety programs.
- Coordinate corporate OHS activities and support the Joint Occupational Health and Safety Committees including in the inspection of all workplace locations as required by legislation, ensure action is taken and appropriate measures to identify and correct deficiencies are developed, communicated, and implemented.
- Liaise with Council & Directors with respect to the interrelationships between Occupational Health and Safety, Ministry of Labour and the Workplace Safety and Insurance obligations and requirements.
- Investigate or assist in investigation of workplace accidents/injuries and make recommendations based on findings.
- Develop and maintain statistics and analysis of health and safety issues/trends. Conduct research to identify and assess organizational hazards and related risks and develop business cases for the implementation of OHS programs. Audit and monitor the organizations due diligence efforts and provide reports as required.
- Develop, deliver and/or coordinate education, training and awareness programs related



to health and safety. Coordinate and/or conduct new worker safety orientations and training seminars to employees and maintain comprehensive health and safety training records for all personnel.

- Performs other related duties as assigned.

Work Relationships:

Reports to the Chief Administrative Officer. Provides Staff supervision/oversight to the Deputy Chiefs, Administrative Assistant, Firefighters, and Public Educator. Liaise with other Municipal Staff, Members of Council, federal/provincial government representatives, local Municipal Staff, and the public.

Work Demands/Stresses:

This individual will be required to be able to work under pressure, multi-tasking on numerous high priority projects simultaneously and produce quality work under short deadlines. The successful candidate will have a thorough knowledge of standard public sector or business administration practices, as well as a knowledge of all applicable Federal and Provincial Statutes. This individual will have the ability to assess all emergency responses and incident investigations.

Strong leadership and interpersonal skills, including the ability to work effectively in a team environment and to exhibit courtesy, tact, and diplomacy in dealing with the public, department officials and other members of staff with the ability to adhere to confidentiality at all times is required. The successful candidate will have strong communication (written, oral and interpersonal), project/time management, analytical problem-solving, organizational, public relations, presentation, strategic planning, report writing, negotiation, team building, and supervisory skills.

Working Conditions:

Majority of the work is performed in a normal office environment however duties of the position may require exposure to dangerous situations including fire, fumes, dirt, grease, and inclement weather.

Hours of work are as required to meet the responsibility of the position. Usual core hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Additional time may be required to attend evening meetings, to meet deadlines and attend emergency calls.

Education/Experience/Aptitudes:

- A graduate of a post-secondary Fire Services program.
- Community Emergency Management Coordinator designation from Emergency Management Ontario.



- Ontario Fire College Company Officer certification.
- Ontario Fire College Fire Prevention Officer certification.
- Occupational Health & Safety Certification.
- Successful applicant will be willing to enroll, be enrolled or is a graduate of continuing education at the Ontario Fire College pertaining to technical training and enforcement responsibilities.
- Must possess current CPR and First Aid Certification.
- Must possess a valid class “DZ” Ontario Driver’s License in good standing.

Note: *This job description is meant to describe the general nature and level of the work being performed; it is not intended to be construed as an exhaustive list of the responsibilities, duties and skills required for the position.*