



Position Description

POSITION TITLE: Fire Chief / Building Inspector

REPORTS TO: Chief Administrative Officer

SUBORDINATE POSITIONS: Fire Department Personnel

POSITION SUMMARY: This position encompasses responsibility for these distinct but interrelated functions with approximately 50% of the time allocated to the responsibility of Fire Chief and 50% to Building Inspector.

DATE: September 2017

TASK	DESCRIPTION – Fire Chief
1	<p>Develop, review and implement all firefighting policies and procedures in accordance with municipal by-laws, provincial and federal legislation and the Office of the Fire Commissioner.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Participate as a member of the Municipal Management Team as required • Establish appropriate firefighting techniques • Plan firefighting strategies • Ensure firefighting policies and procedures are strictly adhered to • Make recommendations on changes to the firefighting by-law • Report regularly • Liaise with the Office of the Fire Commissioner
2	<p>Recruit, train, develop, evaluate and discipline the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire or emergency.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Recruit and orient volunteer fire fighters • Ensure a high level of morale among fire fighters • Facilitate the training of volunteer fire fighters • Evaluate the performance of fire fighters • Discipline and/or dismiss fire fighters if necessary • Appoint a Station/Deputy Fire Chiefs, Fire Captains and Fire Lieutenants and delegate tasks as appropriate to these positions

3	<p>Inspect firefighting and emergency equipment in order to ensure appropriate equipment is available as required, inspect buildings and businesses as required by regulations and administer mutual aid.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Ensure that Firefighting Equipment and Apparatus are inspected regularly and that all maintenance issues are dealt with in a timely fashion • Make recommendations on the replacement and/or repair of vehicles and equipment • Ensure that Fire Safety Inspections of buildings listed in Regulation 208/2014 of the Fires Prevention and Emergency Services Act are carried out by the designated Fire Inspector • Plans for the orderly addition or replacement of facilities, vehicles and equipment.
4	<p>Ensure ICS is in place at all Fire & Emergency events in order to provide a safe, effective and controlled response.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Ensure effective command and control techniques are in place at the scene of the fire or emergency • Participates as a member of the Emergency Operations Centre • Liaise with the Office of the Fire Commissioner
5	<p>Complete administrative tasks as required.</p> <p>Main Activities:</p> <ul style="list-style-type: none"> • Maintain records on incidence of fire, injuries, loss of property and loss of life • Develop and maintain call response methods – ie who and how do halls respond to calls • Prepare reports on all areas of firefighting and emergency response • Prepare a budget for submission to Council on an annual basis • Monitor the firefighting budget • Administers mutual aid • Implement fire prevention education and awareness programs • Record and track volunteer service for remuneration at least 2x per year • Participates in the preparation and implementation of municipal and area emergency plans. • Attend on a regular basis either the Council Meeting or the Council Committee of the Whole meeting • Ability to communicate effectively verbally and in written form to promote and maintain effective public relations for the department and the municipality. • Attend regular fire meetings and training events • Attend occasional calls to observe and advise, however not to act as Incident Command

TASK	DESCRIPTION – Building Inspector
1	<p>Responsible for ensuring that all municipal by-laws and Provincial and Federal codes and statutes are followed with respect to all forms of construction and building/property development within municipal limits.</p> <p>Some examples include, but not limited to:</p> <ul style="list-style-type: none"> • Local Building By-law • Development Plan & Zoning By-law • Manitoba & National Building Code
2	<p>Inspects buildings and properties, including work in progress and buildings proposed for relocation, in co-ordination with other regulating authorities, such</p>

	as Manitoba Hydro, Natural Gas, and Public Health to ensure that regulations and by-laws are met.
3	Maintain accurate records of all inspections and ensure proper follow up and enforcement.
4	Assists in the preparation of municipal by-laws and policies which are required to ensure proper construction and orderly development.

QUALIFICATIONS AND TRAINING

1. Graduation from a secondary school (advanced level) with post-secondary education at a recognized educational institution in business administration, management and related technical subjects are considered assets to this position. Extensive supervisory experience is required at a progressively responsible level within the fire service. A balance of education and broad practical experience is essential.
2. Firefighting Level 1, Firefighting Level 2, Fire Service Instructor Level 1, Firefighting Management Training and Emergency Medical Responder are considered significant assets.
3. Building Construction Experience is considered an asset. Journeyman carpenter would also be an asset.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

The incumbent must have proficient knowledge in the following areas:

- Firefighting techniques and methods
- Command and control techniques
- Investigation and evidence gathering techniques
- Firefighting training programs
- Training techniques and methods
- Firefighting public education and awareness programs concerning protective services
- The National & Manitoba Fire Codes
- An understanding of the municipal political environment
- Public safety theories and methods
- Emergency response techniques
- Crowd control techniques
- An understanding of the municipal cultural environment
- Emergency procedures, First Aid and CPR
- Volunteer training, development and recognition
- An understanding of the Municipal Fire By-Law

SKILLS:

The incumbent must demonstrate the following skills:

- Leadership skills including the ability to take full command at the scene of a fire or emergency
- Analytical and problem solving skills
- Negotiation skills
- Effective verbal and listening communication skills
- Ability to deal effectively with people in difficult situations
- Effective written communication skills including incident & administrative report writing
- Effective public relations and public speaking skills
- Research and program development skills
- Stress management skills
- Time management skills
- Computer skills

PERSONAL ATTRIBUTES:

The incumbent must demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Possess cultural awareness and sensitivity
- Ability to adjust & prioritize work schedule, often on short notice
- Be accommodating to the demands of a diverse community
- Demonstrate sound work ethics
- Be consistent and fair

The Fire Chief would normally attain the required knowledge, skills and attitudes through completion of Fire Fighting Management Training combined with several years of related firefighting and supervisory experience in emergency and command and control situations.

The incumbent must possess a valid Manitoba Driver's License appropriate to the classes of vehicles being operated.

Ideal Candidate would be/have:

- A retired Fire Fighter
- Have at least 5 years of management experience
- Have a 'leadership' personality
- Building construction experience – ideally a journeyman carpenter
- Able to prepare reports
- Familiar with computers/software from a user perspective
- Valid Drivers Licence – Minimum Class 4
- Able to work 'non-traditional' hours
- Must be in good physical condition