



Fire Chief

Salary: \$136,032 - \$162,455 (37.5 hour work week)
Plus, a comprehensive benefit package and OMERS pension plan

The Fire Chief is responsible for planning, organizing and directing departmental operations for the City of Brockville's fire service including proactive leadership, administration, financial management, policy development, operations procedures, fire suppression/investigation, fire prevention and public education, emergency medical responses, dispatch, training, community emergency planning, supervision of staff, public relations and ensuring compliance with the Ontario Fire Code, Municipal By-laws and Provincial and Federal Legislation.

Essential (Minimum) Qualifications:

- Completion of post-secondary education in Fire Services Management, Public Administration, or a related field.
- Ontario Fire College (OFC) Company Officer Diploma or equivalent.
- Completion of Community Emergency Management Coordinator (CEMC) certification, or the ability to obtain.
- Ten (10) years of progressive experience in the fire service, with a minimum of 5 years' experience as an officer and have received additional training through the Ontario Fire College, regional fire training centres or educational seminars.
- Experience developing, managing, monitoring, and analyzing capital and operational budgets.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.
- Experience in facilitating Critical Incident Stress Management (CISM) debriefings and programs.
- Valid "G" and "DZ" driver's license in the Province of Ontario.
- Thorough working knowledge of laws, legislation, acts, regulations, and directives as these pertain and apply to the fire service including the Fire Protection and Prevention Act, the Ontario Building Code and the Occupational Health and Safety Act.
- Thorough working knowledge of health and safety legislation and safe work practices.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Excellent understanding of Provincial policies and legislation as they affect municipal government and specific areas of responsibility.
- Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop, and implement new strategies and procedures.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.

A complete job description is available by clicking here: [Job Description](#)

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Fire Chief" to the following on/before Friday, June 26, 2020 at 4:00 p.m.:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



CITY OF BROCKVILLE

JOB DESCRIPTION

POSITION:	Fire Chief
DEPARTMENT:	Fire
REPORTS TO:	City Manager

PURPOSE AND SCOPE:

The Fire Chief is responsible for planning, organizing and directing departmental operations for the City of Brockville's fire service including proactive leadership, administration, financial management, policy development, operations procedures, fire suppression/investigation, fire prevention and public education, emergency medical responses, dispatch, training, community emergency planning, supervision of staff, public relations and ensuring compliance with the Ontario Fire Code, Municipal By-laws and Provincial and Federal Legislation.

DUTIES AND RESPONSIBILITIES:

- Overall coordination, monitoring and management of the department's activities.
- As a member of the senior management team, participate in the development and implementation of corporate goals and objectives both within the Fire Department and across the City of Brockville organization.
- Safeguard the delivery of an effective fire suppression and emergency response program to minimize the loss of life and/or property and an effective fire prevention program to enhance community fire safety.
- Preparation, coordination and monitoring of the departmental operating budget including, preparing, reviewing and recommending annual capital and operating budgets and forecasts, and potential funding sources.
- Implement, oversee, monitor, analyze and administer approved department budgets and reports on same; authorizes purchases and payment of accounts to ensure the provision and maintenance of fire infrastructure according to planned targets, budgets, procedures and priorities in accordance with applicable policies and legislation.
- Investigates and responds to enquiries, resolves complaints, and liaises with the public, staff, consultants, Senior Management, Members of Council, and community groups regarding department matters.
- Prepares reports and presentations, makes recommendations, and attends Council, Committees of Council, community group, public and/or other meetings as required.
- Oversees the department's personnel directly or through Supervisor's, this includes resource planning, recruitment and termination, development and guidance of individuals, and the evaluation of performance.
- Ensures that all Supervisors are knowledgeable of, and adhere to, all applicable safety regulations and that appropriate training is provided to all department staff in order to meet legislated and legal requirements, and to allow all job functions to be carried out safely and effectively.
- Ensure the development of a comprehensive training program and evaluation system for all positions
- Guarantee the ongoing development and maintenance of an effective information/records management system to meet statutory reporting requirements and to facilitate successful emergency response, prevention, and investigation activities

- Lead and advocate a continuous improvement process for the department through identifying and analyzing trends and technological advances in the fire service field that are in accordance with Provincial regulations, guidelines, codes, and directives.
- Administration of the collective bargaining agreement for department personnel, in conjunction with supervisory staff.
- Ensure the effective management and control of capital assets (building and equipment).
- Enforce fire safety legislation, regulations and standards within the Community and the Brockville Fire Department through the development of policies and procedure and SOPs, initiating appropriate corrective action for all incidents involving non-compliance, ensuring the appropriate communication and maintaining the applicable records.
- Participates as a member of the Senior Management Team providing input on departmental and corporate planning and strategic initiatives, lead and/or participate on project teams.
- Works in conjunction with the Deputy Chief and Officers to advocate, promote fire safety and education to the public
- Perform various public relations functions as a leader in the community including presentations to Council, media relations and keynote addresses throughout the community.
- Negotiate and administer inter-municipality agreements pertaining to fire fighting and emergency response
- Participates as a member of the City of Brockville's Emergency Operations Control Group in the role delegated and required.
- Protects own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (Minimum) Qualifications:

- Completion of post-secondary education in Fire Services Management, Public Administration, or a related field.
- Ontario Fire College (OFC) Company Officer Diploma or equivalent.
- Completion of Community Emergency Management Coordinator (CEMC) certification, or the ability to obtain.
- Thorough working knowledge of laws, legislation, acts, regulations, and directives as these pertain and apply to the fire service including the Fire Protection and Prevention Act, the Ontario Building Code and the Occupational Health and Safety Act.
- Thorough working knowledge of health and safety legislation and safe work practices.
- Excellent supervisory skills and competent in the interpretation and application of collective agreements, employment policies, regulations, acts and guidelines.
- Excellent understanding of Provincial policies and legislation as they affect municipal government and specific areas of responsibility.
- Demonstrated ability to examine and reorganize operations and procedures, formulate policy, develop, and implement new strategies and procedures.
- Ability to remain current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Advanced computer proficiency including thorough knowledge of Microsoft Office and database software.
- Ability to analyze complex situations and to prepare comprehensive reports on a variety of subjects.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Demonstrated leadership skills including effective mentoring, coaching, counselling and conflict management skills.

- Excellent interpersonal, organizational and communications skills with a variety of people inside or outside the organization. Communication with managers, consultants and the public may involve complex and detailed exchanges and requires strong problem-solving skills. A wide range of communication skills is required (e.g. coaching, negotiations, presentations) to address varied situations and influence senior decision makers.
- Ability to deal effectively with all levels of staff and government, elected officials, consultants, developers, contractors, the general public and community organizations.
- Demonstrated ability to provide an engaging work environment where staff are motivated to set and achieve or exceed challenging goals; holds staff accountable and recognizes staff for their achievements.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent and positive manner.
- Demonstrated ability to initiate and lead change within the department, promoting and applying innovative methods and solutions to situations through a continuous process improvement mind-set.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage projects and timelines.
- Demonstrated ability to adhere to confidentiality while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, ratepayers and the general public.

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Ten (10) years of progressive experience in the fire service, with a minimum of 5 years' experience as an officer and have received additional training through the Ontario Fire College, regional fire training centres or educational seminars.
- Experience developing, managing, monitoring and analyzing capital and operational budgets.
- Demonstrated experience with staff supervision and strong leadership skills in a unionized work environment.
- Experience in facilitating Critical Incident Stress Management (CISM) debriefings and programs.
- Valid "G" and "DZ" drivers license in the Province of Ontario.

SUPERVISION:

- Directly supervises the Deputy Chief and the Administrative Coordinator.

WORK ENVIRONMENT:

- Fast paced office environment.
- Attendance at after hour meetings as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.