



**Join our team as the:
Fire Chief
(Part-Time)**

The Township of Adelaide Metcalfe is located at the west side of the County of Middlesex, northwest of the Town of Strathroy. Situated along the 402 Highway corridor, it covers an area of 17.793 hectares and has a population of approximately 2,995 people. The Township borders with the Municipality of North Middlesex, the Municipality of Strathroy-Caradoc, and the County of Lambton both to the west (Township of Warwick and Municipality of Brooke Alvinston).

Overview of the Position

The Fire Chief is responsible to perform the statutory duties of the Fire Chief under the *Fire Protection and Prevention Act* and the Community Emergency Management Coordinator under the *Emergency Management and Civil Protection Act*.

The Fire Chief is also responsible for duties of Health and Safety Coordinator. The Health and Safety Coordinator is responsible for assessing the Township's compliance with Health and Safety legislation to promote the well-being of employees in the workplace; avoid exposure to risk; and reduce costs related to workplace injuries and/or non-compliance fines and penalties.

This position will be required to work part-time, for 21 hours per week between Monday to Friday (9:00 am – 4:00 pm), including weekends or holidays in the event of an emergency services related incident where the Fire Chief must respond.

Additional details and full job description are available at www.adelaidemetcalfe.on.ca

What We Offer

The pay range for this position is \$43.12 to \$50.45 per hour for a 21-hour work week, including benefits and, if or when eligible, OMERS pension enrolment.

How to Apply

Interested candidates are invited to submit their cover letter and resume to Mr. Morgan Calvert, Chief Administrative Officer, by email at hr@adelaidemetcalfe.on.ca by 4:00 pm on Wednesday, October 27, 2021.

The Township is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.



Township of Adelaide Metcalfe Job Description

TITLE:	Fire Chief (Part-Time)		
DEPARTMENT:	Fire Services		
REPORTS TO:	Chief Administrative Officer		
EFFECTIVE DATE:	October 2021	POSITIONS SUPERVISED:	Fire Services

POSITION SUMMARY:

The Fire Chief is responsible to perform the statutory duties of the Fire Chief under the *Fire Protection and Prevention Act* and the Community Emergency Management Coordinator under the *Emergency Management and Civil Protection Act*.

The Fire Chief is also responsible for duties of Health and Safety Coordinator. The Health and Safety Coordinator is responsible for assessing the Township's compliance with Health and Safety legislation to promote the well-being of employees in the workplace; avoid exposure to risk; and reduce costs related to workplace injuries and/or non-compliance fines and penalties.

PRINCIPLE RESPONSIBILITIES:

FIRE CHIEF

- Perform the statutory duties of the Fire Chief under the *Fire Protection and Prevention Act*, including the duties of an assistant to the Fire Marshall, fire cause determination and all statutory duties of the position in accordance with provincial statutes and directives, the requirements of the *Emergency Management and Civil Protection Act* and applicable municipal By-laws.
- Ensure that required administrative documentation such as personnel, training, time records, facility and equipment maintenance records, and incident reports are completed, filed, secured, and maintained in accordance with applicable regulation and municipal policy.
- Develop administrative controls, including reporting mechanisms, and measures to review departmental operations; initiate appropriate adjustments and remedial actions when required and/or provide recommendations to the CAO and Township Council on same.
- Prepares administrative and operational policies, guidelines and procedures for the efficient and effective operations of all department functions.
- Reports to Township Council on department activities.
- Provide timely responses to general public requests and complaints in regard to fire department activities and services.

- Works with The Corporation of the County of Middlesex's Community Emergency Management Coordinator for the development, implementation, and maintenance of the emergency management plan.
- Oversees fire safety inspections, risk assessments, and fire prevention plans and public education programs; ensures that they are administered effectively and in accordance with applicable standards, law and best practice.
- Ensures that fire, emergency management and by-law services follow all applicable legislation, corporate and administrative policies/procedures.
- Monitors all multi-jurisdictional and other fire-related agreements and makes recommendations to the CAO and Township Council on any changes.
- Initiate and or delegate authority to activate mutual and / or automatic aid plans, mutual assistance plans and for the investigation of fires and explosions as required by the Office of the Fire Marshal and Emergency Management.
- Maintain close liaison with neighbouring emergency service agencies and with other government agencies to ensure adequate agreements are made for mitigating emergency incidents.
- Set the standard and approve the curriculum for officer and fire fighter training to ensure fire fighters obtain and maintain an adequate level of skill in accordance with applicable laws and standards and the level of service as approved by Township Council.
- Provide recommendations to the CAO in regard to remuneration of personnel, hiring of personnel, and performance management including training initiatives, discipline, and/or termination in accordance with municipal By-laws and policies.
- Provide Human Resource Management for volunteer fire fighters including development of hiring procedures and policies for new recruits. Conduct annual performance management reviews and engage in ongoing feedback of and with the station chiefs and oversee the operational and training process for all other volunteer fire fighters.
- Maintain professional competency to meet on-going job expectations by remaining current with applicable legislation, regulations, codes, technologies, and with equipment and methods of operation by attending training/courses as necessary.
- As an alternate CEMC and member of the emergency control group of the Township, interact with CEMC, CAO, and Emergency Control Group in the training, and testing of the municipal Emergency Plan as required.
- Responsible for the financial management including the preparation of long-term plans and annual budgets for emergency (fire) service in conjunction with the station chief(s). Monitor the annual budget to actual expenditures/revenues.
- Attend emergency scenes as required. Review incident reports and dispatch records. Ensure report completion and submission is done in required time frames. Monitor the trends in calls and evaluate department effectiveness.
- Responsible for the care and protection of all property belonging to the fire department and for arranging the provision of necessary and proper facilities, apparatus, equipment and supplies for the department.



- Has and shares the responsibility that all fire fighters work in a healthy and safe manner and that all municipal Health and Safety Guidelines (policies and procedures) and fire department SOG's and SOP's are complied with.
- Responsible to ensure that inspections are conducted in all emergency service buildings, vehicles and of all personal protective equipment and that they are in compliance with all applicable legislation.
- Work with the CAO and department heads for the updating and maintenance of the municipal Asset Management Plan related to the Fire Department for Township Council's approval.
- To perform other duties as may be assigned by the CAO.

HEALTH AND SAFETY COORDINATOR

PRINCIPLE RESPONSIBILITIES:

- Develop and maintain the Township's Occupational Health and Safety Policies and Procedures to facilitate and ensure compliance with legislative requirements.
- Provide advice, guidance and support to managers in the development of department safety related procedures to ensure legislative compliance.
- Interpret and provide advice and guidance to all departments pertaining to the *Occupational Health and Safety Act* and Regulations, the *Workplace Safety and Insurance Act* and other applicable statutes and regulations.
- Interpret and promote legislative compliance by regularly auditing the performance of all departments' adherence to the *Occupational Health and Safety Act* and its Regulations, related legislation such as the Building Code and Fire Code and any department health and safety policies and procedures.
- Liaise with WSIB representatives, managers/supervisors and staff to ensure return to work program and legislated obligations are met. Work with the Wellness/Benefits/Safety Program Coordinator and Divisional Return to Work Coordinators, and staff on employee return to work program placements.
- Liaise, guide, and act as resource for the Municipality's Health and Safety Committee and representatives to ensure legislative compliance to the *Occupational Health and Safety Act* and Regulations. Participate as certified member on the various committees as required.
- Advise supervisory/management staff of training to ensure legislative compliance and conduct or arrange such training.
- Coordinate Corporate Occupational Health & Safety Certification Training, First Aid/CPR as well as workplace specific safety training requirements.
- Design and coordinate, in conjunction with other personnel retained by the Township, a comprehensive organization-wide safety training program.
- Investigate in conjunction with department manager/supervisors, the causes and effects of workplace accidents to identify and determine effective remedial actions and to ensure Remedial Action Plans are implemented.



- Conduct workplace audits to minimize or alleviate unsafe work conditions and prevent workplace accidents;
- Conduct all critical injury investigations under the *Occupational Health and Safety Act*.
- To perform other duties as may be assigned by the CAO.

KNOWLEDGE, SKILLS, AND ABILITIES:

- NFPA 1021 Fire Officer Certification, Level IV preferred, accompanied by additional NFPA Certification in Fire Prevention, Fire Investigation, and completion of other applicable Ontario Fire College courses, or applicable experience where obtaining these certifications can be completed within a reasonable amount of time.
- A post-secondary degree/diploma in a Fire Chief related program, preferably in fire service administration or a closely related field and/or a combination of education and experience, or applicable experience where obtaining these certifications can be completed within a reasonable amount of time.
- Minimum five (5) years of progressive fire service experience and a minimum three (3) years of experience in a supervisory or management level position.
- Certification as a Community Emergency Management Coordinator from the Office of the Fire Marshall and Emergency Management.
- Thorough knowledge of a variety of regulations including but not limited to the Fire Code, *Fire Protection and Prevention Act*, *Emergency Management and Civil Protection Act*, *Highway Traffic Act*, *Occupational Health & Safety Act*, Ontario Building Code, fire inspection and other legislation/regulations, guidelines and best practices related to the operation of a municipal fire department. Demonstrated knowledge of By-laws, Standard Operating Guidelines, Workplace Hazardous Material Information System and municipal governance and policy is required.
- Experience as a volunteer firefighter is an asset.
- Demonstrated commitment to continuous improvement through performance measurement and benchmarking to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Excellent research, analysis, and policy development skills.
- Demonstrated knowledge of fire administration, suppression, fire-fighting techniques, and fire prevention and education.
- Excellent knowledge of laws, regulations, policies, guidelines, and municipal and volunteer fire department functionality, as they relate to emergency and protective services.
- Excellent interpersonal and public relations skills, with a key focus on customer service excellence.
- Excellent written and verbal communication skills.
- Exceptional organizational, planning and time management skills and the ability to balance diverse, changing and conflicting priorities.



- Superior computer proficiency in a Microsoft environment and demonstrated knowledge of information technology including experience with database management and GIS software.
- Effective management and leadership skills to build a successful team.
- Experience in budgeting, financial management, and project management.
- Conflict resolution, negotiation, and problem-solving skills.
- High level of confidentiality.
- Valid and in good standing Class DZ Ontario Driver's license.
- Valid and satisfactory Police Records Check with Vulnerable Sector Search.

WORKING CONDITIONS:

- Available to respond and manage major emergencies, including incident command outside regular business hours, as required.
- Attend Council meetings and Committee meetings as required/requested by Township Council and the CAO.
- Attend other meetings, such as budget, fire committee meetings, meeting with outside agencies, developers, or consultants, as required.
- Office environment and some travel within municipality to various locations and outside municipality (courses, seminars, meetings, special functions).
- Occasional outside of business-hour and weekend work for special projects, responding to emergencies and attending public functions.