



Fire Chief

\$102,534 - \$115,392 (2023 Rates)

If you're looking for a workplace that values teamwork, progressiveness, and a focus on customer service excellence, the Township of Elizabethtown-Kitley is the place for you. Our employees are passionate about making a difference in our community, and we work together to provide professional and high-quality services. We're excited about fostering a culture of continuous improvement, enhancing the customer experience, and encouraging new ideas and perspectives through prudent and future focused financial management. With a supportive team and a positive work atmosphere, we encourage employees to build their skills through training and development. Additionally, we are striving to build a high-performance team while valuing work-life balance and supporting our employees' needs. Join a team that cares about your success and well-being.

The Township of Elizabethtown-Kitley, located in Eastern Ontario, in the United Counties of Leeds and Grenville is a flourishing rural community with a close by urban setting. We are a beautiful, safe and diverse community of 10,000 residents, serving a regional catchment area of 90,000+. Brockville is a 20-minute commute, Ottawa and Kingston are less than an hour's drive, and Toronto and Montreal are but 200 kilometres away.

Elizabethtown-Kitley Fire & Emergency Services has 3 stations located in Lyn, New Dublin and Toledo, with a current volunteer compliment of 45+ active Volunteer Firefighters, and a recruitment program set to launch in December, intending to attract 10-15 additional new recruits. The Fire Department Administration Office is located in Lyn and manages an annual budget of approximately one million dollars.

Reporting to the Administrator (CAO)/Clerk, the **Fire Chief** is responsible for the overall management and operation of the Township's volunteer Fire & Emergency Services Department including administration, fire prevention, fire suppression, emergency response, training, fire code enforcement and public education/community relations according to the policies and procedures adopted by Council and consistent with the provisions contained within the *Ontario Fire Protection and Prevention Act*. The Fire Chief provides leadership and technical expertise regarding the development and implementation of service levels, policies and long-range strategies, operating and capital budgets.

Your Opportunity to Make a Difference

Preferred candidate will hold a Degree/Diploma in Fire Service Management, Business, Public Administration or related field would be an asset (acceptable equivalent combination of education and experience may be considered). Minimum 10 years of progressively responsible municipal fire service experience, including 5 years of proven management/leadership experience. Thorough and demonstrated knowledge of firefighting, fire prevention, public education, rescue and first-aid procedures and emergency management. Excellent knowledge of Fire Protection and Prevention Act, Fire Code, Building Code Act, Provincial Offences Act, Municipal Act and other applicable provincial and municipal law. Advanced knowledge of modern fire fighting and fire prevention methods, fire department equipment and apparatus requirements to meet community needs and circumstances. The candidate must have a strong sense of public service, the ability to demonstrate initiative consistently and exemplify a strong commitment to impeccable customer service; doing so with the utmost professionalism and respect in managing all situations. Demonstrated interpersonal skills at a level to develop and maintain co-operative/collaborative working relationships both within and outside the organization, along with excellent time management skills with the ability to prioritize workloads efficiently. Ability to analyze complex situations and data to determine potential problems, provide both umbrella and detailed planning and corrective actions, recognize strengths and weaknesses in staff to mitigate potential problems and be proactive. Ability to provide detailed and comprehensive guidance and training in the use of approved practices and procedures. The candidate will be resourceful, have the ability to interpret relevant by-laws, legislation, guidelines and policy initiatives and keen interest in quality and process improvement. Valid Class G and DZ driver's license required. **Please see job description for more details.**

Apply Today via Email

Deadline: Friday, December 8th, 2023 at 4:00 pm.

Attention: Leslie Drynan, Administrator (CAO)/Clerk at ldrynan@ektwp.ca.

All applications will be held in strict confidence. We thank all applicants, however, only those selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.



Township of
ELIZABETHTOWN-KITLEY

**TO GROW A PROGRESSIVE COMMUNITY
FOR TODAY AND TOMORROW**

Job Description

TITLE: Fire Chief
REPORTS TO: Administrator (CAO)/Clerk
(Directly)
REPORTS TO: Mayor & Council
(Indirectly)
WAGE: Pay Grade 10 (\$102,534 - \$115,392) 2023 Rates

POSITION OBJECTIVE AND SCOPE

The Fire Chief is responsible for the overall management and operation of the Township's volunteer Fire & Emergency Services Department including administration, fire prevention, fire suppression, emergency response, training, fire code enforcement and public education/community relations according to the policies and procedures adopted by Council and consistent with the provisions contained within the Ontario *Fire Protection and Prevention Act*. The Fire Chief provides leadership and technical expertise regarding the development and implementation of service levels, policies and long-range strategies, operating and capital budgets.

MAJOR RESPONSIBILITIES

Administration, Operations & Planning

- Exercises the powers and duties imposed on the Chief Fire Official under the Fire Protection and Prevention Act, the Ontario Fire Code and other related Acts.
- Responsible for the development and administration of strategies, goals and objectives related to the management of fire and emergency services, in consultation with Council and other departments.
- Develops and implements plans and strategies for all department activities including firefighting, fire prevention, public education, rescue and related life and property-saving functions.
- Provides oversight for Fire Suppression/Response operations; discharges duties of Incident Commander at major incidents as required; assists the Fire Marshal's Office with fire investigations; ensures appropriate reporting and follow-up to incident, when required, at court and at meetings with insurance adjusters.
- Oversees the development and delivery of Fire Prevention and Public Education Programs throughout the community; ensures special/high risk groups are identified and programs/measures are in place to promote fire safety and evacuation.
- Develops and publishes written standard operating procedures and such general orders and department rules as may be necessary for the care and protection of the department, department equipment and department personnel, and generally for the efficient operation

of the department, provided that such general orders and rules do not conflict with the provisions of any by-laws of the municipality.

- Reviews all development agreements, including subdivision, site plan, zoning, drainage, and collaborates with proponents to ensure quality control and compliance as it relates to fire services.
- Ensures the Administrator (CAO)/Clerk and Council are aware of any steps that can be taken to improve the efficiency and effectiveness of the Township's Fire Department.
- Oversees the negotiation and management of multi-jurisdictional and other fire-related agreements and makes recommendations to the Administrator (CAO)/Clerk and Council, as applicable.
- Promotes a high standard of customer service and public relations at all times.
- Remains current in all aspects of the Fire Service and applicable legislation.
- Prepares reports and attends Council, Committee and other internal/external meetings and special events as required.
- Maintains confidentiality as per the requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Protection Act (PHIPA), and Municipal Policy.
- Functions as a member of the Municipal Emergency Control Group (MECG).

Financial Resources

- Plans, develops, recommends, and implements the Fire Department capital and operating budgets including oversight of asset management, administration and monitoring of related expenditures.
- Identifies capital and operating funding and grant opportunities.
- Responsible for the development, administration, and supervision of all tenders and contracts, as approved under the annual budget.
- Directs the maintenance of equipment ensuring compliance to legislative requirements and Township policy.

People and Performance

- Provides supportive leadership to the Deputy Fire Chief, Officers and Fire Administrator/CEMC, including hiring, supervision, mentoring, training and development and performance assessment.
- Directs the supervision of the firefighting personnel including:
 - Recruiting and recommending appropriate individuals.
 - Developing and organizing training programs to concur with the Firefighters Curriculum as set forth by the Ontario Fire Marshal's Office.
 - Reviewing performance and dealing with disciplinary matters in accordance with municipal policy and relevant legislation.
 - Enforcing policies of the Township and operating regulations of the department and maintaining discipline and morale.
- Actively maintains a positive workplace environment by communicating and supporting staff in performing their duties; and effectively addressing workplace challenges as they emerge with a focus on developing a high-performance team.

- Fosters an environment of accountability, innovation/continuous improvement and empowerment anchored by the Township's strategic commitment to deliver exceptional services to our community.
- Develops effective communication systems to ensure employees are provided with timely, relevant and accurate information.
- Act as the Township's liaison with the department's volunteer fire fighters' associations.
- Ensures employees/volunteers are knowledgeable of applicable health and safety legislation, are trained to act appropriately in emergency situations, practice safe program delivery, ensure that documented procedural information is available, and that necessary reports/follow up to incidents are completed and reported accordingly.

Material Resources

- Ensures the security of department assets, records, and information technology/equipment.
- Ensures the buildings and equipment of the department are maintained in order to ensure the most efficient response time during emergency conditions.

SKILL REQUIREMENTS

Education & Training

Ideal candidate will have the following:

- Degree/diploma in fire service management, business, public administration or related field would be an asset (acceptable equivalent combination of education and experience may be considered).
- NFPA 1001 Level I & II - Firefighter Certification
- NFPA 1021 Level I & II - Fire Officer Certification
- NFAA 1033 Level I – Fire Investigator Certification
- NFPA 1031 Level I - Fire Inspector Certification
- NFPA 1041 Level I - Fire Service Instructor
- Certified in CPR Level HCP+ Standard First Aid
- Certified in EPC1 (First Responder) or equivalent
- Valid DZ Ontario Driver's license
- Formal leadership and coaching/mentoring training.

Considered an Asset

- NFPA 1021 Level III Fire Officer Certification
- NFPA 1031 Level II Fire Inspector Certification
- NFPA 1035 Public Fire and Life Educator Officer Certification
- NFPA 1321 Standard for Fire Investigation Units
- NFPA 1521 Fire Incident Safety Officer Certification

Job Related Experience

- Ten (10) years of progressively responsible municipal fire service experience, including five (5) years of proven management experience that includes the leadership of others.
- Thorough and demonstrated knowledge of firefighting, fire prevention, emergency management, public education and rescue/first-aid procedures.
- Excellent knowledge of Fire Protection and Prevention Act, Fire Code, Building Code Act, Provincial Offences Act, Municipal Act and other applicable provincial and municipal law.
- Advanced knowledge of modern fire fighting and fire prevention methods, fire department equipment and apparatus requirements to meet community needs and circumstances.
 - Considered an asset would be in-depth knowledge of the Township and surrounding areas protected by inter-municipality agreements.
- Sound understanding of risk assessment and management, project management and asset management considered an asset.

Additional Skills and Abilities

- Ability to demonstrate initiative consistently with a strong commitment to customer service, effective leadership and conflict resolution, while exercising discretion and good judgment, including possessing a high level of initiative and personal integrity.
- Commitment to quality and process improvement, with ability to work independently with strong time management skills and ability to effectively and efficiently prioritize tasks for self and team.
- Excellent administrative, communication, interpersonal, organizational, project management, supervisor/leadership, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Ability to maintain the necessary skills and level of physical fitness to engage directly in emergency response, as and when necessary.
- Ability to professionally and respectfully manage stressful and antagonistic situations.
- Demonstrated commitment to personal and professional development by remaining current with new legislation, regulations and technology relating to the Department.
- Well organized, flexible and able to deal with multiple priorities; organizes own time effectively, prioritizes and delegates appropriately, prepares in advance and sets realistic timeframes; ensures all activities and resources are used efficiently and effectively, and monitors progress toward operational or strategic objectives; ability to prioritize workload, considers competing interests, and adapts readily to rapidly changing demands, circumstances, and unrelenting deadlines.
- Comfortable with new ideas and has the curiosity to seek new opportunities and implement change; collaborative decision maker focused on practical, timely solutions; self-assured and confident; drives towards results while constantly problem-solving; learns quickly; recognizes and adapts to evolving conditions; translates knowledge and ideas into action and tangible and measurable outcomes. Positively influences others; encourages, inspires and supports others to deliver; has the ability to understand how individuals at all levels operate and how best to use that understanding to achieve objectives.

Analytical and Problem-Solving Skills

- Demonstrated complex problem-solving skills, attention to detail and accuracy.
- Ability to read and interpret documents such as legislative acts, equipment specifications, operating and maintenance instructions and procedure manuals.
- Ability to analyze complex situations and data to determine potential problems, provide both umbrella and detailed planning and corrective actions, recognize strengths and weaknesses in staff to mitigate potential problems and be proactive. Ability to provide detailed and comprehensive guidance and training in the use of approved practices and procedures.
- Innovative, inclusive and transparent leader; motivates, develops, empowers and engages others.
- Judgement is exercised in preparing budgets and directing budgetary expenditures, policy and procedure development, public use of municipal assets and the development of operational systems and protocols.
- Strong ability to working with Council, staff and volunteers to identify problems, develop solutions, and maintain harmony and team spirit.
- Sound confidence to respond quickly and decisively to operational emergencies.
- Works within accepted policies and procedures.

Communication Skills

- Strong ability to convey and exchange information to people inside and outside the Corporation.
- Ability to deal diplomatically with inquiries/complaints from the public.
- Strong ability to communicate effectively both verbally and in writing, including presentation

WORKING CONDITIONS

The working conditions of the Fire Chief can vary from working in an office environment to responding and working in all types of weather in less-than-ideal conditions. The Fire Chief may have to enter hazardous atmospheres and areas and will be expected to work in a safe manner. This is a 40-hour per week position.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.