County of Northern Lights

County Fire Chief

Job Description

REPORTS TO: Chief Administrative Officer

Summary

Manage and direct emergency services provided by the County of Northern Lights Regional Fire Service.

1. RESPONSIBILITIES AND DUTIES

General

Provide advice and information to the CAO and Council on matters relating to emergency services; Prepare reports and recommendations to the CAO, and attend Council meetings and Director meetings as requested;

Develop, recommend and implement plans, programs, standard operation guidelines, rules, regulations and policies for the Fire Department after in consultation with the CAO, and subject to Council and budget approval;

Participate in the County of Northern Lights Municipal Heath and Safety Program, attend General Safety Meetings and Joint Workplace Health and Safety Meetings, complete facility inspections as required, investigate all workplace incidents within their department and ensure the Fire Department is Occupational Health and Safety (OH&S) Compliant;

Develop and implement a hazard assessment/risk analysis plan for the fire department;

Maintain current knowledge of latest technology and fire fighting standards and practices

Mentor and work effectively with volunteers to provide leadership through example and administer Fire Service Awards

Maintain a radio communications system and make recommendations for emergency dispatch services

Budget

Prepare recommendations for annual and long-term operational and capital budgets for the Fire Department in accordance with approved guidelines and in consultation with the Director of Finance;

Manage capital projects for the Fire Service

Maintenance

Maintain an inventory tracking system of fire equipment and supplies with complete testing criteria and critical response dates for equipment upgrades;

Provide overall direction and recommendations for the operational maintenance of fire equipment and buildings in consultation with the District Chiefs;

Management

Collaborate with the volunteers/paid on call members and municipal department heads in matters concerning fire safety, training and emergency response;

Review and develop mutual aid agreements in association with neighbouring municipalities, industry and provincial government;

Manage the recruiting, training, development and disciplining of the Fire Department staff in accordance with Municipal policy.

Attend training sessions in each station to assist in training and mentorship of members

Review existing programs and develops new training programs as required to ensure the Fire Department members have the skills and certifications necessary to provide effective emergency and related services;

Prevention

Develop fire prevention programs for the public, schools, businesses and volunteer groups, including preparation of public information materials relating to safety and fire prevention;

Review major land development issues and recommend development standards for optimal fire protection Enforce applicable legislation such as the *Municipal Government Act*, *Emergency Management Act*, *Freedom of Information and Protection of Privacy Act* and Municipal Bylaws and Policies; Issue Fire permits, initiate and enforce fire bans, and recommend the appointment of Fire Guardians in accordance with the *Forest and Prairie Protection Act.*

Response

Respond, when available, to all emergency incidents requiring the Fire Department to provide leadership, mentorship and directing of activities as necessary at incidents;

Emergency Management

Act as the Deputy Director of Emergency Management and assist with County Emergency Management Planning

2. KNOWLEDGE, SKILLS AND ATTRIBUTES

Superior emergency response skills and proficiency in emergency intervention programs (fire suppression, technical rescue, and other services) and life safety programs (fire prevention, fire investigation, public educations services)

Maintain a positive attitude, be community minded and possess excellent communication skills

Demonstrated leadership skills, team building, problem solving, strategic thinking, coaching and mentoring abilities

Demonstrated ability to work with and develop Fire Department volunteers/paid on call members within flexible working hours

Able to maintain self-discipline and professionalism at all times

Strong problem solving, research and report writing skills

Possess the physical agility and stamina sufficient to perform all functions of this position in extremely adverse conditions

Leadership skills including the ability to take full command at the scene of a emergency incident

Knowledge of OH&S & other applicable Legislation.

Decision and negotiation skills

Ability to deal effectively with people in difficult situations

Effective public relations and public speaking

Possess solid pragmatic judgment, strong commitment to public service and high ethical standards.

3. MINIMUM EDUCATION AND TRAINING

Minimum of 10 years' experience in the fire service (command and supervisory) with progressively more responsibility in fire management experience

Certificate or Degree in Fire Service Administration or equivalent

NFPA 1001 – Firefighter, Level 2; NFPA 1041 – Fire Service Instructor Level 2; NFPA 1051 – Wildland Firefighter; NFPA 1072 – HAZMAT, Operations level;

Alberta Wildland Urban Interface Members Program or Equivalent

Fire Officer – NFPA 1021 Level 2

First Aid Minimum: Advanced First Aid (EMR or PCP Preferred)

ICS I–300

Experience in Fire Department Administration and Emergency Management Services.

Valid Class 3 Operator's License with Q endorsement

Computer knowledge and skills applicable to the position.

An equivalent combination of education and training will be considered.

4. WORKING CONDITIONS

Frequent use of computer and telephone
Long periods of sitting and driving
Frequent physical effort required; occasional lifting
Will be required to attend and investigate all emergency incidents when available, which may include unsettling content
Subject to working in outdoor environment – heat, cold, dry, dusty and / or wet conditions with possible exposure to insects, bees and wildlife
Use and operation of a vehicle
Extended hours based on incident need

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

The employee has reviewed this position and agrees to fulfill the position requirements to the best of their abilities:

_____ _____

Employee Signature *Supervisor Signature*

_____ _____

Date *Date*