

Township of Southgate
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Staff Report HR2021-032

Title of Report: HR2021-032 – Deputy Fire Chief Job Description Updates
Department: Human Resources
Council Date: December 1, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-032 for information; and
That Council approve job description updates presented for the Deputy Fire Chief.

Background:

The following resolution was approved at the February 19, 2020 Council Meeting:
Moved By Deputy Mayor Milne **Seconded By** Councillor Shipston

Be it resolved that Council receive Staff Report CAO2020-016 as information; and
That Council approve the job description for the position of a Volunteer Deputy Fire Chief as presented following the Job Evaluation Committee review; and
That Council approve the Job Evaluation Committee review of the job description of Volunteer Deputy Fire Chief to place the position in pay band 9 on the Southgate Employee Pay Grid; and
That Council direct staff to proceed with an internal job posting closing March 6, 2020 with appropriate advertising.

Staff Comments:

The position of Volunteer Deputy Fire Chief was filled internally in 2020, however the person retired at the end of 2020. Since then, the position has been vacant. In 2022, the intention is to fill the position. Staff have reviewed the job description and propose the attached changes (Attachment #1) including making this a contract position. Reasons for a contract position and changes are to attract a candidate that has experience that can be shared with current staff and volunteers. Once the contract is completed, there may be internal candidates that will be ready for the position.

The intention of this position is to assist the Fire Chief with administrative tasks, supervisor and mentor current staff, act as the Fire Chief in the Chief's absence (on vacation, offsite, etc.). The contract will be for two days per week plus as required in the Fire Chief's absence.

Staff recommend there is no need for this job to be re-evaluated as the responsibilities have not changed.

Financial Implications:

There are no financial impacts to the 2022 budget as this position has been approved and budgeted for in previous years. The increase in hours is offset by removing the stipend.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Goal 2 - Revitalizing Downtown Dundalk

2-D - The Township will have taken aggressive action to enforce compliance by downtown buildings with property standards Building Code, and Fire Code regulations.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve job description updates to Deputy Fire Chief.

Respectfully Submitted,

Original Signed By

Human Resources: _____

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval: ***Original Signed By*** _____

Derek Malynyk

CAO Approval: ***Original Signed By*** _____

Dave Milliner, CAO

Attachments:

Attachment #1: Deputy Fire Chief updated job description.