

Township of Southgate

Job Description

Date of Update: November 25, 2021	Southgate Part-Time Deputy Fire Chief - Contract
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Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Derek Malynyk
Job Title: Southgate Part-Time Deputy Fire Chief	Supervisor's Job Title: Southgate Fire Chief
Standard hours of work per week: As required for emergency response, fire practices, meetings, training and vehicle inspections 16 hours per week. Additional time required from time to time to fill absences of Fire Chief.	Eligibility to Group Insurance: No Eligibility to OMERS: No
Location of Position: Dundalk Fire Hall	Department/Division: Protection & Inspection
Employment Status: Contract Part-Time Employee	Pay Band: 9

2) Scope of Position (A maximum of three sentences.)

- The Southgate Deputy Fire Chief is responsible for providing direction & oversight of the mobilized fire suppression and emergency operations of the department, as well as the effective management, training and leadership of Captains, Fire Prevention Officer and Volunteer Firefighter personnel.
- The Southgate Deputy Fire Chief is responsible for general administrative duties, incident reporting, vehicle & equipment maintenance & repairs for all apparatus for the Dundalk Fire Department.
- Acts as the Southgate Fire Chief in his or her absence, or as required or delegated.
- Other duties as assigned by the Fire Chief

Key Responsibilities	Tasks	Percent of Time
Training	<ul style="list-style-type: none"> • Provide training and education to department staff relative to the features, characteristics, and functionality of fire protection systems and devices • Assists in implementing a training program based on the Fire Marshal's training program • Oversees aspects of the departments training requirements and ensures department personnel are trained to the core services as per the E & R by-law. • Participates in training plans and programs for the department to ensure an acceptable skill level in areas of emergency response, fire safety inspections & enforcement, and public education programming, and to ensure compliance with health and safety requirements relative to staff training • Attend meetings as required, and approved workshops, seminars, and conferences to maintain sound knowledge base and understanding of current and future issues impacting fire protection service delivery 	
Public Education	<ul style="list-style-type: none"> • Assists the Fire Chief and the Fire Prevention Officer as required in the area of developing and delivering Fire Public Education programs. 	
Material & Information Resources	<ul style="list-style-type: none"> • Assist the Fire Chief with the procurement process of all the equipment needed for the department through the operational and capital budget process in compliance Southgate's purchasing policies. • Ensures all equipment is maintained and accounted for. • Maintain records and files in accordance with the municipal records retention by-law 	
Financial Resources	<ul style="list-style-type: none"> • Approves time sheets and expense reports for volunteer firefighter members and verifies their accuracy before passing to the Fire Chief for processing. • Works with the Fire Chief to prepare a detailed operating and capital budget for the Fire Department, which is submitted for approval to Council. • Exercise sound expenditure control activities within the municipal procurement policies and procedures. 	

Section B: Skills

1) Formal Education and External Training

<p>Highest level required</p> <p> <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College - Diploma <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses </p> <p>License or Professional Designation</p>	<p>Specific Specialty or Degree? (List)</p> <p>Fire Department Management or equivalent management experience would be an asset</p> <p>- NFPA Training Requirements:</p> <ul style="list-style-type: none"> NFPA 1021 Fire Officer I NFPA 1041 Fire Instructor I NFPA 1001 Firefighter I, II <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <p style="padding-left: 40px;">Yes</p> <p>Discussion:</p> <ol style="list-style-type: none"> Attends seminars/courses pertaining to Deputy Fire Chief duties as required. Further education training in respect to all aspects of Fire, OH&SA & MOL. Public education programs
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2) Required On-The-Job Training

Specific Internal Training	Term to Complete
Must be familiar with regulations and related legislation	Immediately
Must have valid D level license with a Z airbrake endorsement.	Immediately
Must have training in the Incident Management System or approved experience working with IMS.	
Fire Inspection Training <ul style="list-style-type: none"> NFPA 1031 Fire Inspector I 	
Fire Officer Training <ul style="list-style-type: none"> NFPA 1021 Fire Officer II 	
<u>Additional Training Assets</u> Officer III & IV (OFM) Leadership courses or other related Leadership Management courses	

3) Work Experience

Experience	Minimum Years Required
Fire Department	10 years fire suppression experience
Fire Department Officer (Captain)	10 years

4) Other Key Skills

<u>Personal Skills</u>	<u>Specific Job Skills</u>
<p>Must have organizational and leadership skills and an ability to apply technical and operational skills for the effective and efficient operation of the department.</p> <p>Ability to determine the need for change and the skill to successfully supervise and manage change through strong team leadership and network /partnership building skills.</p> <p>Excellent time management skills, ability to work independently, well-developed analytical and critical-thinking skills to organize, manage and administer.</p> <p>Requires competent presentation skills and the ability to communicate operational information to non-technical people in order to present reports to various individuals or groups, including Council</p> <p>Strong conflict resolution, problem-solving, team-building and good customer service skills.</p> <p>Computer literate with knowledge of software used.</p> <p>Good communication and interpersonal skills</p> <p>Patience & Compassion</p>	<p>Extensive practical knowledge of current firefighting, medical, and specialized rescue methods, techniques, and processes.</p> <p>Knowledge of the design and operation of various fire protection devices and systems.</p> <p>Current knowledge of applicable federal, provincial, and municipal legislation related to public fire protection and workplace health and safety.</p> <p>Must have thorough knowledge of the current fire codes.</p> <p>Possess knowledge and skills in the safe operation of all types of Fire & Emergency Vehicles and equipment, safety and protective devices.</p> <p>Sound knowledge of and demonstrated ability to interpret, apply, and enforce the Fire Code, relevant NFPA CSA ULc standards and the <i>Fire Protection and Prevention Act, 1997</i>.</p>

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily or weekly	Training & or Fire & First Response Calls	In person
Co-workers (other dept.)	Occasionally	Business & management issues	Phone, email or in person.
Supervisor	Weekly		
Supervisor (other dept.)	Occasionally	Training & or Fire & First Response Calls	In person
Depart. Head (Fire Chief).	Daily or weekly		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
Ratepayers	Occasionally		
Suppliers	Occasionally		
External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Occasionally	Public Education, Inspection and First Response	
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Seldom		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (your own)	Occasionally		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Children/Students	Seldom		
<u>Other: Specify Below</u>			
Fire Marshall's Office	Occasionally		
Police	Occasionally		

Interpersonal skills:

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

Communications:

Communication with the public occurs occasionally both in person and on the phone. Communication can often be negative in nature because of complaints and negative feedback from the general public. Regular communication occurs with internal and external contacts. Negotiating skills are used regularly to resolve matters harmoniously between many groups.

6) Decision Making

The Deputy Fire Chief must be self-governing, making many decisions on his own, within the framework of the municipality's policies and procedures, the Fire Protection and Prevention Act and the Operational Guidelines of the Fire Department. Decisions must be made very quickly and involve interpreting and analyzing various factors. The Deputy Fire Chief is responsible to advise the Fire Chief on a regular basis of any major decisions made.

7) **Problem Solving Responsibilities**

Analyze, evaluate and determine a solution based on the policies in place.

8) **Equipment & Technology Utilized**

Computer, fax machine, photocopier and radio communications equipment.
Working knowledge of fire suppression and emergency equipment.

Section C: Responsibility

1) **Program Delivery**

Supports the delivery of Administration programs as outlined in the Program Delivery section of this job description under General Responsibilities sub-section.

Acts as a working Fire Chief for emergency response calls in the absence of the Fire Chief.

2) **Impact and Accountabilities**

Responsible for the financial expenditures of donations made to the fire department and care, control and management of a bank account as a signing authority with the Fire Chief.

Operational errors result in public health and safety risks, increased likelihood of property loss, injuries, or fatalities, and additional costs, lost revenue, lost credibility and the public's faith in the Municipality's ability to provide adequate services.

Failure to comply with legislative requirements or to demonstrate due diligence may result in increased municipal exposure to liability and/or fines from government enforcement agencies.

3) **Supervision**

Direct Subordinates – Job Titles	Number of Staff
Fire Prevention Officer	1
Captains	5

Indirect Subordinates – Job Titles	Number of Staff
N/A	
Total	
Provides training/instruction to others – Job Titles	Number of Staff
Volunteer Firefighters	<ul style="list-style-type: none"> • Up to 30 volunteer staff; and • Recruit training volunteer staff

4) Material and Information Resources

- Maintain accurate information, data and **records related staff and incident responses.**
- Has access to private customer information **and confidential employee records.**

5) Financial Resources

- This position has access to confidential financial information related to **staff payroll**, billing for fires and donations.
- **Assist the Fire Chief with budget preparation and recommendations on equipment replacement.**

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting			X		
Standing			X		
Noise Exposure				X	
Adverse Temperature			X		
Pushing/Pulling			X		
Lifting/Carrying			X		
Dust		X			
Odours		X			
Other (Specify) Physical Aspects (Smoke)			X		

2) Health & Safety Hazards

Physical Environment – physical surroundings & hazards

(a) Physical environments

During emergency calls, the physical environment can be very hot or cold.

(b) Exposure to hazards

During emergency calls, the physical environment has high potential to be hazardous and toxic. Driving conditions may be hazardous during winter months.

(c) Risk of injury

During emergency calls, chance of injury is medium risk.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

- May be required to travel within the Township to the municipal office and for outside training courses or seminars on an infrequent basis.

4) Driving

- Use of personal vehicle for travel to emergency calls and training courses.

5) Mental Environment

Contact with Public

Contacts from the public occurs during fire prevention and public education. Complaints and negative feedback are received and must be managed appropriately.

On Call

Emergency calls may be received at any time during the day or night. Hours of work can often be unpredictable and hours will be required to be flexed in order to meet the demands of the job. The Deputy Fire Chief is on call at all times in the absence of the Fire Chief unless covered by a Captain.

Deadlines

Deadlines for incident reports

Section E: Effort

1) Mental Effort

Concentration is required when preparing detailed reports.

2) Physical Effort

Must have good stamina to be able to conduct activities that require effort, such as occasional lifting, twisting, bending, climbing ladders and being elevated to high heights during incidents.

There is regular driving between locations and to emergency calls.

Section F: Additional Information

- Respond to emergency scenes when required and assume command of emergency situations when necessary, in the absence of the Fire Chief.
- Other duties as assigned

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____