

# Job Description

## Fire Chief

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Fire Chief is responsible for organization and direction of the volunteer Fire Department in order to ensure that loss of life, property or injury as a result of fire is prevented and/or minimized.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Fire Chief reports to Council through the Senior Administrative Officer. He/she is responsible for directing the activities of the Fire Department and is the sole authority and command at the scene of a fire. The Fire Chief is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief is also responsible for ensuring that firefighting equipment is monitored on a regular basis and is in good working order. He/she will develop all policies and procedures concerning fire fighting in accordance with the municipal bylaw, federal and territorial legislation and policies and in accordance with the Office of the Fire Marshall.

Failure to provide adequate services will endanger the safety of residents and may result in unnecessary injury, loss of life or damage or destruction of property as a result of fire.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Develop, review and implement all fire fighting policies and procedures in accordance with the municipal by-law, federal and territorial legislation and the Office of the Fire Marshall

### Main Activities

- Establish appropriate fire fighting techniques
- Plan fire fighting strategies
- Liaise with the Emergency Response Committee
- Ensure fire fighting policies and procedures are strictly adhered to
- Make recommendations on changes to the fire fighting by-law

2. Recruit, train and direct the activities of volunteer fire fighters in order to ensure that trained fire fighters are available in the event of a fire

Main Activities

- Recruit and orient volunteer fire fighters
- Ensure a high level of morale among fire fighters
- Facilitate the training of volunteer fire fighters
- Evaluate the performance of fire fighters
- Discipline and/or dismiss fire fighters if necessary

3. Inspect fire fighting equipment in order to ensure appropriate equipment is available as required

Main Activities

- Inspect the fire truck on a regular basis
- Inspect fire fighting equipment and apparatus on a regular basis
- Make recommendations on the replacement and/or repair of equipment
- Make inspections of places of business to ensure compliance with regulations

4. Takes sole command in the event of a fire in order to ensure a safe, effective and controlled response

Main Activities

- Ensure effective command and control techniques are in place at the scene of the fire
- Make all decisions concerning the appropriate response to and method fighting a fire
- Direct all activities at the scene of the fire
- Ensure that fire fighters are responding in a safe and appropriate manner
- Investigate the cause of fire once it has been extinguished

5. Complete administrative tasks as required

Main Activities

- Maintain records on incidence of fire, injuries and loss of property
- Prepare reports on all areas of fire fighting
- Monitor the firefighting budget
- Implement fire prevention education and awareness programs

6. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ knowledge of fire fighting techniques and methods
- ✓ knowledge of command and control techniques
- ✓ knowledge of investigation and evidence gathering techniques
- ✓ knowledge of fire fighting training programs including firearm safety, etc.
- ✓ knowledge of training techniques and methods
- ✓ knowledge of fire fighting public education and awareness programs concerning protective services
- ✓ knowledge of public safety theories and methods
- ✓ knowledge of emergency response techniques
- ✓ knowledge of crowd control techniques
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR
- ✓ knowledge of volunteer training, development and recognition

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ leadership skills including the ability to take full command at the scene of a fire
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ negotiations skills
- ✓ effective verbal and listening communications skills
- ✓ ability to deal effectively with people in difficult situations
- ✓ effective written communications skills including the ability to prepare reports
- ✓ effective public relations and public speaking skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Fire Chief would normally attain the required knowledge, skills and attitudes through competition of Fire Fighting Training combined with several years of related fire fighting and supervisory experience in emergency and command and control situations.

The incumbent must possess a valid NWT Driver's License appropriate to the class of vehicle being operated.

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Fire Chief may be involved in physically draining and exhausting activities which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations. The Fire Chief will have to carry heavy fire fighting equipment while climbing ladders and going through buildings. The Fire Chief will regularly be exposed to water in extreme weather conditions and have to deal with resulting ice build up in winter months.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Fire Chief will be exposed to noxious smoke and fumes as a result of fire. The Fire Chief will have to manage a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of residents. The Fire Chief will be exposed to environments that are dangerous, busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

The Fire Chief will be exposed to smoke and fire that will adversely affect each of the senses including smell, touch, taste, hearing and sight. The Fire Chief will require extreme levels of concentration during a firefighting situation.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

Very high levels of mental and emotional stress will be caused by the requirement to fight fires in an effective manner, the requirement to maintain absolute control in dangerous and hectic situations and by the possibility of loss of life, injury and property.

# CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

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