



1. POSITION IDENTIFICATION

Position Title: FIRE CHIEF
Department: Martensville Fire Department
Direct Supervisor: City Manager
Indirect Supervisor: N/A

2. POSITION SUMMARY

Reporting to the City Manager, the Fire Chief is a member of the senior management team providing strategic direction and leadership for fire services, fire safety, and bylaw enforcement within the City. The Fire Chief is responsible for setting and communicating vision, overseeing the departmental budget, departmental safety, and all administrative, operational, and tactical requirements for the department.

3. KEY DUTIES & RESPONSIBILITIES

Responsible for leadership, supervision, and safety of the Deputy Fire Chief, Bylaw Enforcement Officers, and all other department personnel.

Research, develop, maintain, and administer bylaws, policies, management reports, etc. Ensure that related departmental bylaws are up to date.

Ensure adherence of and consistency in application of City guidelines, policies, and programs as well as all applicable Provincial and Federal legislation, including Occupational Health and Safety Legislation.

Respond to escalated service issues from the public, including complaints related to City bylaws, policy, programs, and services.

In collaboration with the CFO, prepare and monitor the annual and long range operational and capital budgets for the fire department.

Provide advice and recommendations to council regarding the fire department, including its budget, strategic planning, operations, and administration.

Attend meetings of council or other committees as required.

In association with the City's Human Resources Department, responsible for all Human Resource functions of the Department, including recruitment and selection, performance management, progressive discipline, coaching, mentoring, and training.

Maintain good working relationships with stakeholders including the City of Saskatoon Fire Department, Fire Departments within our Mutual Aid response district and the Saskatchewan Public Safety Agency (SPSA).

Lead by example and cultivate a learning culture comprised of mentorship, training, innovation, and safety.

Develop future leaders for Succession Planning to ensure ongoing leadership capabilities and achievement of Departmental objectives.



3. KEY DUTIES & RESPONSIBILITIES (continued)

Develop, implement, and maintain the City's Emergency Response Plan.

Responsible for establishing and maintaining Emergency Measures Organization (EMO) policies and guidelines.

Respond to emergencies including medical, rescue, and fire as deemed necessary. Assume incident command where it is beneficial to the outcome of the incident.

Act as public spokesperson for the Department, managing all media and public announcements.

Perform other duties as required.

4. PERSONAL COMPETENCIES

Accountability – Takes personal ownership and responsibility for the quality and timeliness of departmental commitments. Ensures all members of the organization adhere to legislated standards, regulations, and principles.

Adaptability – Has the ability to adapt to new and changing situations. Enjoys and embraces new changes while continuing to develop innovative and creative solutions to emerging issues and opportunities.

Communication – Demonstrated ability in public relations with strong presentation skills. Is an active listener who possesses a high proficiency in oral and written communication. Summarizes information according to the audience to promote engagement and understanding.

Critical Thinking – Demonstrated ability in analyzing the internal and external environment to identify current and future opportunities, challenges and risks. Anticipates how others may respond to situations and develops plans to reduce potential concerns.

Decision Making – Demonstrated ability to make well-informed, strategic decisions that support organizational goals while understanding and identifying current and future results.

Leadership – Demonstrated ability to lead, motivate, empower, and mobilize staff to work toward a shared purpose in the best interests of the organization and the City. Builds and maintains a high level of credibility with staff.

Negotiation Skills – Is a diplomatic and effective negotiator who works systematically towards “win-win” solutions on all internal and external matters.

Political Acumen – Politically astute and sensitive to City Council's issues. Ability to maintain and develop relationships outside the organization to ensure best practices and enhance general knowledge.

Problem Solving – Has great capacity for thinking analytically and evaluating complex issues. Focuses on solutions rather than problems and has a well-developed sense of reasoning.

Risk Management – Demonstrated ability in identifying, analyzing, planning, and responding to internal and external risks. Communicates potential risk situations, proposes corrective action, and determines root causes.

Safety – Demonstrates and leads vigilance toward the importance of safety including physical and psychological, immediate and long term safety.

Team Player – Understands and appreciates the effectiveness of working synergistically with others. Promotes cohesion and teamwork in seeking solutions and moving toward the future. Has a willingness to learn from others. Able to be a team builder, a team member, and a team leader.



5. EDUCATION, EXPERIENCE, AND SPECIFIC TRAINING

The Fire Chief will have a combination of education, training, and experience in a municipal fire service covering both administration and operations for a minimum of 7 years, with a minimum of 3 years experience at a management or supervisory level, or an equivalent combination of education and experience.

Valid medical training as a First Responder or greater, technical rescue and fire ground operational experience (e.g. fire suppression, rescue, dangerous goods) and/or experience in a Fire Department's senior leadership position is preferred.

Sound judgement, interpersonal skills, professional conduct, commitment to safety, service and community, and proven leadership skills are the prime factors of this position.

Other Requirements:

- High School Diploma or equivalent
 - A University degree/Certificate in a related field is considered an asset.
- Maintenance of a valid Class 5 driver's licence
- Course Certifications, education, experience, or equivalencies in the following areas are considered assets:

NFPA 1001 Firefighter Level I & II	ICS 200 or higher
NFPA 1021 Fire Officer Level I & II	Emergency Operation Centre
Medical First Responder or higher	Technical Rescue Operations
CPR Instructor	NFPA 1521 Incident Safety Officer
Surface / Ice Rescue	Fire Prevention and Investigation
Wildland Fire Fighting	
- Demonstrated knowledge of rules and regulations governing a Fire Division, understanding of government legislation relating to Fire Services and City by-laws, and knowledge of insurance guidelines and national fire codes.
- Knowledge of Bylaw Enforcement operations and the ability to deal with officers and the public when disagreements occur relating to bylaw interpretation or implementation.
- Experience in all aspects of Human Resources, including recruitment and selection, performance management, progressive discipline, coaching, mentoring, and training.
- Experience in a composite staffing model will be considered an asset.
- The Fire Chief's residence must be located within 10 minutes driving time of the fire hall.
- Criminal Record Check

6. WORKING CONDITIONS

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

This role requires exposure to other significant factors including:

Noise	Dirt/dust/filth	Fumes/odors
Physical exertion	Bodily fluids & waste	Physical danger
Temperature extremes	Awkward or confined space	
Adverse environmental/weather conditions		



7. PROBATION

This position is subject to a probationary period of 6 months from date of hire.

8. EMPLOYEE CERTIFICATION

The preceding information is a thorough description of the duties and responsibilities of this position.

I _____ have read and understand this position description.
(print name)

(signature)

(date)

Reviewed / Approved BY:	Director:	City Manager:	HR:	Date:
----------------------------	-----------	---------------	-----	-------