

## **JOB DESCRIPTION**

Reporting to the Chief Administrative Officer, the Corporation of the City of Orillia has an opening for the position of Director of Emergency Services/Fire Chief.

## **DUTIES**

- Provide leadership to the Fire Department by developing a competent management team and continue the development of Fire Department personnel through the establishment and implementation of a performance management system, career path planning, and training and educational programs; supervise the fire service team; development of formal and informal communication networks; and establishment of ongoing reward and recognition systems.
- Member of the City's Operational Leadership Team.
- Facilitate effective labour management relations by ensuring compliance with the collective agreement and participate in the negotiation process.
- Ensure appropriate interpretation, application and compliance of legislation, codes and by-laws by establishing policies and standard operating guidelines; review and modify fire department plans so that staff are aware of requirements of legislation, regulations, standards, codes and by-laws and the reasonable and diligent application of the legislative intent is accomplished.
- Promote and facilitate public education and media relations by making presentations and participating in special events.
- Command of emergency incidents, including supervising the performance of pre-planning, preparation, response and recovery, emergency medical response, specialized rescue/extrication, and hazardous materials response. Responsible for instructing/advising full-time and volunteer fire fighters and attending court pertaining to such investigations.
- Emergency Management Coordinator in charge of the Emergency Control Group, coordination of the Emergency Response Plan, and Pandemic Plan. Coordinate with other agencies regarding disaster management, planning, training and response. Facilitate mock disaster planning sessions.
- Monitor and report on Fire Department service agreements and contract negotiations for service delivery in areas such as 9-1-1, fire dispatch, and mutual aid.
- Monitor and oversee the training and development of all Suppression and Prevention staff to ensure NFPA standards are adhered to.
- Responsible for the Fire Department Communications Division, including the 9-1-1 CERB, training of communicators, and ensuring all communications equipment is maintained and operational.
- Conduct long and short-term financial planning for the development of capital and operational budgets and costing of capital initiatives and operating requirements.
- Ensure Fire Department systems and programs are developed and implemented by assessing community and departmental needs and developing standard operating guidelines.
- Develop networks, partnerships, collaborative relationships and establishing information, accountability and evaluation systems so that the loss of life, property and damage to the environment is minimized, the level of risk is acceptable to the community, and an economical, efficient and effective use of resources is demonstrated.
- Prepare reports, make recommendations/presentations, and attend Council Committee and Council Committee in Closed Session, Strategic Leadership Team, community group, public and/or other meetings, as required.

## QUALIFICATIONS

- A degree from an accredited college or university in the study of fire science/technology, business administration or a related field.
- Seven years of experience in a leadership role within the fire service in a unionized environment.
- NFPA Fire Officer III.
- NFPA Fire Officer IV would be an asset.
- NFPA 1033 Fire Investigator would be an asset.
- DZ Driver's License.
- Possess current First Aid/CPR/AED certification.
- Comprehensive knowledge of the principles of firefighting activities, fire prevention regulations, fire science technologies, and emergency management planning.
- Knowledge of related legislation/regulations, *Fire Protection and Prevention Act*, Ontario Fire Marshal/National Fire Protection Association standards/guidelines, *Emergency Management and Civil Protection Act*, Section 21 Guidance Notes (Fire), Ontario Fire Code, and Ontario Building Code.
- Excellent leadership, communication, organizational, analytical, coaching, time management, strategic planning, and supervisory skills.
- Strong computer skills using Microsoft 365 applications, including Word, Excel, Outlook, SharePoint, OneDrive, and Teams.
- Attendance at meetings held in the evening and/or weekend, as required.
- Required to be on-call 24 hours a day on a weekly rotation with the Deputy Fire Chief. Must live within 30 minutes for on-call purposes.
- An acceptable Criminal Record Check with Vulnerable Sector Check is required for this position prior to the commencement date, at the incumbent's expense.

Compensation for this position is \$141,726 to \$165,800, plus a comprehensive benefits package. Applications will be accepted until June 28, 2024 at noon.

**Applications will only be accepted by applying online. Please visit <https://careers.orillia.ca/>.**

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.