



Role Description

Assistant Fire Chief

April 2023

General Purpose

Working under the direction of the Director of Emergency Services/Fire Chief (Chief), the incumbent will assist the Chief in the operations of the North Frontenac Fire Department (NFFD) including the safe, effective and efficient co-ordination, direction, training, planning and support of the Volunteer Firefighters (VFFs); and shall be responsible for the NFFD's Training Program; while respecting the Chain-of-Command, and following guidelines established by the policies of Township Council and/or the Chief Administrative Officer (CAO) and/or the Standard Operating Guidelines/Procedures (SOGs/SOPs) established by the Director of Emergency Services/Fire Chief (Chief); in accordance with Legislation.

Supervision Received

Works under the direct supervision of the Chief or in the absence of the Chief, the Chief Administrative Officer (CAO).

In the absence of the Chief, the Assistant Fire Chief (AFC) shall perform their duties as defined in the Fire Protection and Prevention Act (FPPA); and in the absence of the AFC, the Chief shall perform their duties.

In the absence of the Fire Instructors and Station Fire Captains, the AFC shall perform their duties.

Has access to the Chief for advice and information regarding assigned duties. Access is also available to established policies and procedures and to maintenance manuals as required.

Supervision Exercised

Assists the Chief with the supervision of the Fire Instructors and Fire Captains within the NFFD in accordance with the Organization Chart, as amended and indirectly supervise all members of the NFFD to ensure that everyone works in an effective and safe environment.

Role Expectations

Ensures all work is carried out in a manner which the Municipality can be proud of and that protects the safety of all persons. Working independently without supervision once the task has been outlined by the Chief. Follows the Personnel and Employment Policies and Procedure Manual By-law, as amended. Ensure that Occupational Health and Safety practices are observed and implemented under the *Occupational Health and Safety Act/Regulations*; and in accordance with the Municipality's Health & Safety Policy. Notifies the Chief of operational problems or issues as necessary to ensure that work activity is carried out according to quality standards and to ensure that all safety standards are complied with. Ensures no person operates any equipment or apparatus which they have not first received training on by a competent person. Maintains records as instructed. Ensures compliance with mandatory Fit Testing for Self-Contained Breathing Apparatus (SCBA) and applicable medical masks, (i.e. firefighters must be shaven to ensure proper fit of breathing mask, etc.). Ensures maintenance duties are completed and assist with the cleaning, checking and replacement of apparatus/equipment/Station after an emergency; and maintains the Fire Station in optimal condition. Assists/makes recommendations to the Chief re: the draft annual municipal budget for the NFFD. Responds to emergency situations and serious incidents (such as, but not limited to, structural fires, motor vehicle accidents, wild land fires, medical calls, etc.) when available. Required to attend evening meetings and other meetings as assigned during the regular assigned hours (20 hours per week). Required to attend and facilitate Fire training sessions as a component of the regular assigned hours (20 hours per week) as deemed necessary by Legislation, the Chief and/or the CAO, per Policies as amended.

Attends seminars to keep abreast of changes in methods of operation to ensure that the department will maintain, and where possible, improve the level of service in the municipality (upon advanced approval of the Chief and within budget constraints). Stays abreast of fire training trends and practices. Attend regular training sessions of fire suppression techniques and procedures; learns new firefighting and rescue methods in accordance with Provincial regulations. Fosters a harmonious, inclusive work environment and effective working relationships among assigned staff and with all co-workers; and models and ensures appropriate workplace behaviour that reflects the values of the Municipality and NFFD. Confers with the Chief to ensure that the activities of the department are consistent with the goals and objectives of the Municipality, as established by Council. Re-fueling vehicles – must first receive training by a competent person if obtaining fuel from any and all Township fuel pumps. All complaints shall be forwarded to the CAO. Complaints shall be dealt with in accordance with the Complaint's Standard Operating Procedure (SOP) as established by the CAO. All Departmental complaints shall follow the chain of command and be forwarded to the Fire Chief.

Duties include: (but are not limited to)

Attention to detail and accuracy is required as errors in information presented can impact the quality of Council decision-making and may also affect the image and liability of the Township. Provides assistance to the public regarding simple and straight-forward enquiries of a general nature and referring all complex inquiries to the Chief in a timely and efficient manner in accordance with policies. Performs duties under fire service legislation including, but not limited to, the Ontario Fire Code, the *Fire Protection and Prevention Act* (FPPA) and the Ontario Building Code (OBC), National Fire Protection Association (NFPA) and the *Occupational Health and Safety Act* (OHSA); and other appropriate legislation; and the By-laws; Policies and Resolutions of Council and requirements of the CAO. Performs all duties to the highest legal and moral standards of the NFFD. Advises the Chief of any proposed changes in procedures or methods necessary to maintain or increase the firefighting safety and efficiency. Assists the Chief with maintaining discipline in the firefighting ranks and promotes a safe and positive work environment. Assists in handling sensitive and confidential matters as requested. Assist the Chief with the quarterly Volunteer Firefighter payroll for emergency response, training, meetings, and other approved assigned duties for the Chief's review.

Assists with firefighting activities at emergency scenes, when required, based on needs and circumstances. Ensures all pertinent information is collected and recorded at emergency scenes. Ensures all required reports are completed and immediately provided to the Chief after every incident, in a timely manner. Protects evidence and determines cause of fires in conjunction with other fire officials and ensures that the necessary forms are completed and immediately provided to the Chief. Remains knowledgeable of the day-to-day needs of the individual Stations. Ensures that the Fire Stations are returned to service after every incident in a timely manner. Assists the Chief with maintaining the Fire Stations in optimal condition, while adhering to the annual Township budget and policies or procedures. Acts as an Assistant to the Fire Marshal under the provisions of the *Fire Protection and Prevention Act*, upon the Fire Chief requesting and receiving approval from the Office of the Fire Marshal and Emergency Management (OFMEM).

Practices effective communication with staff and co-workers. Resolves conflicts and provides guidance and coaching as necessary while immediately advising the Chief of all information in writing. Reinforces changes in department practices or policies that affect VFFs work performance. Provides direct and specific feedback to the Chief regarding accomplishments and areas recommended for improvement. Develops and monitors annual plans, objectives and budgetary controls and contributes to strategic planning to ensure alignment with the Township's Strategic Plan. Provides input into the short, medium and long term planning of the Fire Department and makes recommendations to the Chief regarding the budgeting process. Responsible, with the assistance of the Fire Instructors, to develop the draft Training Policies and the Training Operational Guidelines (which shall be approved by the Chief); and ensures the Fire

Instructors advise, train and update all VFFs on the Operating Guidelines. Ensures that the ongoing mandatory training of current and new VFFs is scheduled with the Fire Instructors. Ensures all new recruits will undergo an orientation, to be conducted by an Instructor. Ensures new recruits are assigned to an Officer Mentor/Senior Firefighter so that recruits may be engaged as a member of the Fire Department. Ensures all new recruits responding to emergencies report to their respective Fire Hall and are assigned to an Officer Mentor/Senior Firefighter upon arriving at the Fire Station and that under no circumstances shall new recruits respond to an emergency by themselves. Ensures all new recruits remain under the direct supervision of their Officer Mentor/Senior Firefighter. Provides all mentorship documentation to the Chief for the VFFs personnel file.

Administer an annual Fire Training Program under the direction of the Chief and in accordance with applicable legislation. Assists with the supervision, management, development and implementation of training programs; and assists in coordinating training for the Fire Department through classes, lectures, drills and providing educational materials from local and provincial levels. Approves the Fire Lesson Plans prepared by the Fire Instructors, prior to the Instructor presenting them to the VFFs. Evaluates and promotes consistency and effectiveness of training practices throughout the department and makes recommendations to the Chief for consideration. Assists the Fire and Life Safety Educator (FLSE) and/or Fire Instructors with the training for individuals and ensure all VFFs are adequately trained on the applicable legislative/standards/guidelines prior to participating in any incident/activity. Evaluates and promotes consistency and effectiveness of training practices throughout the department.

Ensures all training is recorded (records/certificates) and provided to the Chief to ensure that each individual VFFs Personnel file is updated. Developing and overseeing the Fire Instructors and assists with maintaining a training checklist (i.e. annual personnel records audit), for each individual VFF; and ensures the Fire Instructors provide a signed copy of said checklists and files it in the Training Cabinet located in the Assistant Fire Chief's Office (under the applicable section for each type of training) to ensure it remains accurate and current; along with providing a signed copy of each checklist to the Chief. As requested by the Chief, assists the Chief with Fire Code inspections of all building classifications and occupancy types and assists with enforcing the Ontario Fire Code and Municipal By-laws and Standards. Reports all findings and makes recommendations to improve building and occupancy fire safety to the Chief. As requested by the Chief, assists the FLSE with the Fire and Life Safety Program that will include Fire Safety Presentations, Fire Extinguisher training and Fire Prevention Week activities, and other events as scheduled. As requested by the Chief, assists the FLSE with Fire Evacuation Drills in accordance with the Ontario Fire Code on all schools and other facilities, as deemed necessary. Maintains regular Incident Reports, Monthly Station Health and Safety Inspections, fire loss statistics, receiving, processing, and follow up of inspection reports. Assist the Chief with developing draft Standard Operating Guidelines / Procedures

(SOGs/SOPs). Keeps the Chief abreast and informed of the AFC's hours of work and availability. Perform other related duties and responsibilities as may from time to time be assigned by By-law or Resolution of Council, or by the CAO and/or Chief.

The foregoing description reflects the general duties necessary to describe the principle functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

Qualifications - Skills, Competencies, Experience, Training

Demonstrated positive and progressive work history including related fire services experience.

Ability to handle physical demands and operate a variety of equipment safely and efficiently. Knowledge of safety procedures so that work can be carried out in a safe manner. Knowledge of the Municipality and surrounding areas would be an asset. Be bondable.

Completion of Grade 12 plus an additional program of at least one year or equivalent education/relevant work experience. Preference will be given to a graduate of a post-secondary institution in a Fire and Emergency Services program. A minimum of 4 to 5 years relevant experience (general knowledge of the operation of an Emergency Services/Fire Department).

As a Company Officer, shall be trained in the Incident Management System and in the *Occupational Health and Safety Act*. Priority shall be given to Company Officers who are trained to function as Incident Command at emergency scenes. Shall be certified NFPA 1021 Fire Officer Level 1. Preference will be given to a candidate with NFPA 1021 Fire Officer Level 2 certification or willing to obtain this certification within two (2) years of date of hire, will be mandatory. Shall be certified NFPA 1035 Fire Instructor Level I. Preference will be given to a candidate with NFPA 1035 Fire Instructor Level II certification; or willing to obtain this certification within one (1) year of date of hire will be mandatory. Shall be certified NFPA 1001 Firefighter Level 2. Shall be certified NFPA 1072 Hazardous Materials Core Operations. Preference shall be given to a candidate certified in "Occupational Health and Safety Basic Level 1"; or willing to obtain this qualification within one (1) year of date of hire will be mandatory. Preference will be given to a Candidate with knowledge of and hands-on experience with the operation of modern firefighting equipment and fire prevention methods.

Excellent interpersonal and communication skills and knowledge of and ability to apply conflict resolution techniques.

Ability to be exposed to physical hazards and inclement weather conditions and ability to work in normal working environment (Fire Station), which contains the usual risks and discomforts. Knowledge of an ability to take necessary special safety precautions when dealing with emergency response.

Demonstrated ability to follow directions. Ability to assist the Chief with supervising Volunteer Firefighters and maintain discipline in accordance with the Organizational Chart.

Competent records management skills. Knowledge of and hands-on experience with computer operations, including MS Word, MS Excel, MS PowerPoint and e-mail programs; ability to complete computer data entries and familiarity with word-processing, spreadsheet (Excel), and applicable software. Demonstrated willingness to upgrade and accept new challenges. Demonstrated ability to interpret and implement Provincial legislation relevant to municipal government as well as Township by-laws and policies. A demonstrated willingness to enroll in programs that will ensure that the incumbent remains 'current'. In-depth knowledge of and working in accordance with the *Fire Protection and Prevention Act* (FPPA), *Occupational Health and Safety Act* (OHSA) and other related legislation including the North Frontenac Standard Operating Policies and Standard Operating Guidelines. Demonstrated ability to work independently in a team setting, and with other co-workers for the purpose of sharing information to complete work assignments and be able to establish effective working relationships with others. Ability to organize and prioritize work to meet deadlines with sound judgment to achieve Township objectives. Demonstrated ability to be reliable, mature, courteous, and have the ability to deal effectively, courteously and tactfully with other fire personnel, general public, all employees (including Volunteers) and outside agencies. Ability to promote and maintain a professional public image of the department and to participate in public relations programs as required. Attention to detail, mental concentration and mental alertness to ensure safety of others.

Ability to communicate clearly and concisely, orally, and in writing, in a competent manner, and able to present information clearly.

As the job involves driving fire vehicles up to and in excess of 24,000 lbs. in emergencies, all types of traffic and weather conditions, recruit must hold a valid class "D" license complete with a "Z" or "AZ" endorsement or the ability to obtain such "Z" or "AZ" license within one year of joining the Fire Department; and shall retain a valid license at all times. Must complete driver skills evaluation checklist, with a competent North Frontenac Volunteer Firefighter, as required.

Holds and maintains Certified Standard First Aid and a minimum of CPR Level "C" or able to obtain such Certifications (i.e. Emergency First Response Certification CPR/AED Level HCP) within one (1) year. Plus continued maintenance of applicable certificates (CPR/First Aid) or "Specialized Services" training certification (e.g. EFR-advanced emergency response-external defibrillator, extrication, etc.) as required – CPR, First Aid as a minimum.

Physical/Environment Demands

Ability to meet the following demands of the job: Frequently required extended periods of standing, sitting, and/or walking (i.e. maneuvers consistent with firefighting activities). Handle/operate objects, tools or controls and reach with hands and arms (i.e. maneuvers consistent with firefighting activities). Occasionally required to climb or balance, stoop, kneel, crouch or crawl (i.e. maneuvers consistent with firefighting activities). May frequently lift and/or move up to 75 lbs. (i.e. maneuvers consistent with firefighting activities). Arduous physical exertion may be required in unusual situations. Regularly works both inside and outside and in inclement weather. Job requires mental alertness to ensure safety of others. Job requires attention to detail and mental concentration. Job will involve pressures related to dealing with emergencies. Must be willing to commit to attending courses at the Ontario Fire College Regional Training Centers, or other training providers. Works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

Other Conditions of Appointment

The successful candidate will be required to provide the following prior to confirmation of their appointment and to maintain same throughout their employment.

- Valid Driver's Licence (with endorsements as described above) and a Driver's Abstract acceptable to the CAO.
- Police Criminal Record Check (PCRC) – Level 3 (Vulnerable Sector) acceptable to the CAO.
- Satisfactory pre-employment Medical Report acceptable to the CAO.
- Excellent references acceptable to the CAO.
- Proof of education, training, and certifications per the Qualifications of the position.

Compensation

Based on a 20 hour work-week as defined in the individual's Offer of Employment Letter; and in accordance with the Salary Schedule adopted by Council and amended from time to time. Emergency Response (not already included in the 20 hour work week) shall be remunerated at the same hourly rate as the Assistant Fire Chief duties as defined in the individual's Offer of Employment Letter. Benefits, if and when applicable, in accordance with Township policies. Probationary period – in accordance with By-law #76-13, as amended, the Personnel and Employment Policies and Procedure Manual By-law.