

	COUNTY OF GRANDE PRAIRIE JOB DESCRIPTION
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JOB TITLE:	CURRENT CLASSIFICATION/GRID	POSITION #
District Fire Chief- (Out of Scope)	AD Grid 6(h)	114

NOC CODE: 0432

STANDARD HOURS: 40 hours/week (non-management)

JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	POSITION #
Fire Chief	AD Grid 6(h)	113

DIVISION	DEPARTMENT	LOCATION
Community Services	Fire Services	Dynamic

PROGRAM FUNCTION:

The Community Services division includes Fire Protection, Enforcement, Parks & Recreation, Agriculture services and Family & Community Support Services for the County of Grande Prairie No. 1.

The Fire Protection Program is designed to deliver the best possible fire protection and safety service to avoid loss of life and property through prevention, preparedness, and response.

The Regional Fire Service is comprised of two career unionized stations, 3 County owned paid-response stations and four contract service fire departments covering 5700 sq kms of geographical area. This is managed through an administration team consisting of a Fire Chief, two Deputy's, Fire Marshal, and an Administrative Assistant. The District Chief will be an integral part of this administration team.

PURPOSE OF JOB:

To deliver excellent fire protection and safety services – including participation in the development of departmental policies, procedures, regulations, and program objectives along with providing administrative and technical advice to the administration team and Town of Sexsmith CAO, thereby ensuring safe communities throughout the County.

The position manages the County's three volunteer (Paid-Response) fire stations and the Town of Sexsmith Fire Department. The role of the District Fire Chief is to direct, manage and facilitate as required, all firefighting, fire prevention, training of fire crews, inspection programs utilizing a core of fire officers in each of the respective stations. The position

also assumes the rotational role of Duty Officer and will through an extensive background in incident command/mitigation, provide direction and guidance at significant incidents in the County.

The District Fire Chief is required to work collaboratively with the Chief's group and Town of Sexsmith CAO, in developing recommendations for the protection of life and property within the Town and County. Administrative duties include planning, directing, and controlling activities of the stations, including recruitment and retention and overall morale of personnel, input into the purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. Ensure all applicable reporting, legislative compliancy and departmental policies are implemented and adhered to.

General duties and responsibilities:

1. The incumbent must exercise considerable independent judgment and action in carrying out assignments in accordance with departmental policies, plans, and objectives and apply risk management process to issues related to the fire department safety, liability exposure and loss control, ensuring services are consistent with the level of service authorized by County and Town Councils and reflect the needs of the communities but still be an integral member of the fire administrative team.
2. Be an affective communicator to all stakeholders internal and external.
3. Ensure continued compliance with the Occupational health and safety (OHS) guide for firefighting.
4. Have demonstrated experience working in a composite fire service.
5. Actively participate in the Duty Officer/Chief rotation
6. Have experience working with firefighters in a unionized environment.
7. Actively participate in and promote the Health & Safety programs. Lead by example in the areas of Health, Wellness, and Work-Life Balance.
8. Provide planning and supervision for the activities of the Fire Department with particular focus on mentoring and coaching of staff and succession planning.
9. Provide leadership and communication through regular meetings and appropriate delegation of responsibilities.
10. Attend training nights as required for the Town of Sexsmith and the County of Grande Prairie Fire Stations.
11. Support, promote and honor the traditions that make the fire service what it is.
12. Champion physical fitness for firefighters and actively participate in a regular fitness regime.
13. For all stations under the responsibility of the District Fire Chief provide effective direction, operation, and oversight of:
 - a. Training programs for Fire Fighters

- b. Officer development programs
- c. Recruitment and retention of volunteers
- d. Fire operations

This job duty includes the maintenance of appropriate record keeping for all facets of the stations under their control.

14. Provide direct oversight and support to station Captains who are responsible for the day-to-day operations of each station.
15. Responding to Incidents and providing Leadership and mentorship as well as Directing activities (as necessary) at incidents. Ensuring that all equipment is properly maintained, inspected and appropriate records kept for equipment at all assigned fire stations.
16. Liaise with, develop, and maintain effective relationships with partner fire departments, industry, government, other appropriate agencies, and other County and Town staff to achieve their respective objectives.
17. Provide direct oversight and support to station Captains who are responsible for the day-to-day operations of each station.
18. Coordinate the public information process of the Fire department with the appropriate responsible person in each municipality.
19. Recommend to the Chief's / Town CAO regulations for the protection of life and property.
20. Recommend to the Chief's / Town CAO and implement approved public relations policies and programs.
21. Market Fire department services to other communities, industry, government, and the public.
22. Demonstrating continuous effort to improve operations, analyze trends, decrease chute times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
23. Recommend to the Chief's / Town CAO, general policies for the administration of fire services.
24. Providing recommendations to the Chief's / Town CAO in the areas of planning, personnel administration, equipment purchasing, and the allocation of resources.
25. Provide recommendation to the Chief's / Town CAO relating to the planning, implementation, and review of operational and strategic goals for fire stations.
26. Evaluating needs and making recommendations to the Chief's / Town CAO for the construction/maintenance/improvement of fire stations and the purchase of apparatus and equipment.
27. Recommendation of annual budgets to the Chief's / Town CAO.
28. Control of expenditures within delegated budget limits.

29. Provide input and recommendations on the establishment and maintenance of operational guidelines that are consistent with those of the County's mutual aid partners operating standards for the County volunteer firefighters/stations.
30. Work with the Prevention Branch with implementation and execution of an inspection (fire prevention) program, Quality Management Program, Review and provide written comments and recommendations on development permits and major area structure plans.
31. Support the Chief's and the Town CAO in overseeing the implementation of the Disaster Plan.
32. May be called upon to act as a Chief Officer during their absence.
33. Other duties as assigned.

QUALIFICATIONS STATEMENT

Education and Experience:

- High School Diploma
- Minimum of 8-10 years of progressively more responsible experience in a fire fighting environment including demonstrated supervision of firefighters. 5 years of which will in the position of Captain or higher.
- Proven experience as an incident commander for all incident types
- Proven experience in Hazard Zone Management as a Division Supervisor.
- Experience in working with and supporting volunteer firefighters and operations.
- NFPA 1001 Level 2 (Firefighter)
- NFPA 1021 Level 1 (Fire Officer)
- NFPA 1041 Level 1 (Fire Service Instructor)
- NFPA 1051 (Wild land Fire Fighter)
- NFPA 1002 (Driving, Pump and Aerial)
- ICS 300
- Safety Codes Officer designation
- Class 3-Q license
- Emergency Operations Center Management
- Current Level C CPR and AED certificates
- Emergency Medical Responder (EMR)

Position is required to utilize special techniques acquired through courses and experience.

Preferred Qualifications:

- NFPA 1021 Level 2 (Fire Officer)
- ICS 400
- Blue Card Incident Command
- NFPA 472 Technician
- NFPA 1035 Level 1 (Public Fire and Life Safety Educator)
- NFPA 1041 Level 2 (Fire Service Instructor)
- NFPA 1031 (Fire Inspector)
- NFPA 1033 (Fire Investigator)
- Proficient in the use of Target Solutions learning management system.
- Alberta Municipal Affairs NFPA Certification approved Proctor / Evaluator.

- Experience working in a unionized environment.

Core Competencies:

- Teamwork
- Customer Focus
- Interpersonal Skills
- Communication
- Confidentiality
- Record Keeping
- Training Development and Instruction

Knowledge, Skills and Abilities:

- Ability to communicate and comprehend, effectively both verbally and in writing;
- Ability to work independently and as part of a team;
- Ability to keep financial records and prepare reports;
- Ability to plan, prioritize and manage own workload including the ability to tolerate frequent interruptions and still meet deadlines;
- Management of a Municipal Fire Department with experience in Urban and Rural operations;
- Occupational Health and Safety requirements as they relate to firefighting;
- Ability to understand, explain and implement policies and procedures;
- Knowledge of firefighting pumps (apparatus and portable);
- Fire Codes, Acts and applicable statutes and regulations;
- Comfortable with adult education and the training of firefighters;
- Knowledge of fire behavior, strategies, and tactics of firefighting (urban, rural and wild land);
- Understanding of fire departments including training levels, firefighting apparatus/equipment, and communications;
- Experience with Emergency Response Plans
- Ability to maintain confidentiality pursuant to FOIP and the County's Policy;
- Tact and sound judgment;
- High degree of accuracy;
- Excellent interpersonal and organizational skills, including the ability to influence and persuade others.
- Excellent customer service skills.

County Training Matrix:

- MSI Prevention: Office Ergonomics
- Workplace Violence Prevention
- Enterprise
- FOIP General Awareness Training
- WHMIS
- Essential Skills for Supervisor Certificate (Northern Lakes College) or equivalent as achieved through Fire Officer / Leadership courses
- Leadership for Safety Excellence (AMHSA)
- Alcohol & Drug Awareness
- Fatigue Management & Awareness
- Fit for Work awareness

JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature

Name (print)

Date

This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

Supervisor's Signature

Name (print)

Date

This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

HR Manager's Signature

Name (print)

Date