

FIRE CHIEF/LOCAL ASSISTANT – JOB DESCRIPTION

The Fire Chief/Local Assistant 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 Fire Chief/Local Assistant 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/Local Assistant is responsible for directing all volunteer fire fighters and ensuring that fire fighters have adequate training. The Fire Chief/Local Assistant 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 Marshal.

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

1. Develop, review and implement fire fighting policies and procedures in accordance with the municipal by-law, federal and territorial legislation and the Office of the Fire Marshall
 - 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
 - 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
 - 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
 - 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, including:
 - Maintaining records on incidence of fire, injuries and loss of property
 - Preparing reports on all areas of fire fighting
 - Monitoring the firefighting budget
 - Implementing fire prevention education and awareness programs

KNOWLEDGE, SKILLS AND ABILITIES

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, oral and written communication skills
- ability to deal effectively with people in difficult situations
- effective public relations and public speaking skills
- research and program development skills
- time and stress 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/Local Assistant would normally attain the required knowledge, skills and attitudes through completion 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.

Physical Demands

The Fire Chief/Local Assistant 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/Local Assistant will have to carry heavy fire fighting equipment while climbing ladders and going through buildings. The Fire Chief/Local Assistant 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 Fire Chief/Local Assistant will be exposed to noxious smoke and fumes as a result of fire. The Fire Chief/Local Assistant 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/Local Assistant 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 Fire Chief/Local Assistant 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/Local Assistant will require extreme levels of concentration during a firefighting situation.

Mental Demands

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.