



The Corporation of the Township of Hamilton

JOB TITLE	Fire Protection Specialist (District Chief)
DATE UPDATED	June 12, 2017
DIVISION/DEPARTMENT	Fire Department
REPORTS TO	Director of Emergency Services (Fire Chief)

Job Summary

Under the direction of the Director of Emergency Services (Fire Chief) this position is directly responsible to oversee the fire department training and fire prevention programs.

Key Responsibilities and Accountabilities

- Oversees the fire department fire prevention and public education programs and coordinates the development of these programs.
- Oversees the fire department training program, and coordinates the development of this program.
- Co-ordinates and directs fire fighting, rescue, and life and property saving functions, and responds to enquiries and complaints from the public as required.
- Reports to and takes command at fire and medical emergency scenes when required and ensures that incident management procedures are put in place in accordance with department standard operating procedures.
- Ensures Standard Incident Reports are completed for every incident.
- Assists the Fire Chief with discipline, morale and encourages cooperation between all department personnel.
- Performs preliminary investigation of the cause of fires and reports to the Fire Chief immediately if the cause is undetermined or suspicious in nature. Assists the Fire Chief and Chief Fire Prevention Officer with further investigation as required.
- Keeps abreast of changes in equipment and methods of operations, to ensure that the department will maintain, and where possible, will improve the level of service to the municipality.



- Confers with the Fire Chief to ensure that the activities of the department are consistent with the goals and objectives of the municipality as established by Council.
- Meets regularly with the Company Officers to ensure that they are following the procedures and goals of the department.
- Develops and oversees recruitment program and recommends the hiring and or promotion of personnel to the Fire Chief.
- Attend District Chiefs' meetings.
- Attend other meetings as required.
- Provide guidance and direction to fire personnel to ensure quality and safety of services rendered.
- Assist in the Mutual Aid Fire Service Program.
- Work within the guidelines of the Fire Protection and Prevention Act 1997, the Ontario Health and Safety Act and Township Fire By-laws.
- Perform related duties as assigned.

Working Relationships

With the Fire Chief

- Provides information to the Fire Chief on personnel matters within his/her respective divisions.
- Provide information regarding the Fire Prevention Program.
- Provide information regarding the Fire Department Training Program.

With Station Personnel

- Ensure that problems and concerns are addressed and personnel are dealt with fairly and discretely, giving opportunity to explain behavior concerns and that any corrective action is jointly agreed to.
- Coaches and counsels personnel as required, keeping accurate records of personnel meetings.
- Liases with stations and other divisions ensuring open channels of communications are maintained, and the chain of command is followed as appropriate.

With the Public

- Ensures good rapport with the general public, and provides a high level of customer service.



Skills/Experience Requirements

The ideal candidate will have a minimum of five years as a senior officer. A post secondary diploma or degree in a related field or equivalent experience is required in addition to the following:

- Certified NFPA 1001 – Fire Fighter Level II or equivalent
- Certified NFPA 1041 – Fire Service Instructor II or equivalent
- Certified NFPA 1021 – Fire Officer I or equivalent
- Advanced knowledge of modern fire fighting and fire prevention methods.
- Advanced knowledge of rescue and first aid procedures.
- Advanced knowledge of all safety procedures, rules for fire fighters and equipment handling.
- Advanced knowledge and background in training and adult education practices.
- Advanced knowledge of the Ontario Fire and Building Code, FPPA and NFPA standards.
- Must have demonstrated the ability to supervise fire fighting techniques, maintain discipline, have sound judgment, be resourceful and in good physical condition.
- Proficient in the use of computers.
- Knowledge of Emergency Planning is an asset.

Reporting Relationship

This position reports directly to the Director of Emergency Services.

Working Conditions

- Administrative work is carried out in the usual public office conditions, high public profile. Work is subject to frequent interruptions to answer questions, provide advice and information.
- Practical work is carried on at the emergency site, whether on the street, highway, or farm-yard, in all types of weather conditions.
- Work is subject to significant amount of stress due to unknown working conditions when responding to alarms and while on the scene, whether the alarm is a structure fire, vehicular accident or medical call. Fire fighters must be in full flight from a completely relaxed position immediately.
- Expected to respond to fire department calls during working hours.
- This role will require significant evening and weekend work.



Impact of Error

- Judgment error in decisions made at fires could result in loss of life and/or excessive property damage that could result in personal and/or municipal law suits.
- Judgment error when serving the public on medical response calls could be very detrimental to the municipality.
- Judgment error on part of the department while at training, and/or testing equipment could result in law suits against the Fire Chief, the District Chief and the Municipality from the Ministry of Labour.

Incumbent Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____