



Nackawic-Millville

RURAL COMMUNITY

JOB DESCRIPTION

- Job Title:** Fire Chief/EMO Director
- Job Status:** Permanent, Full Time
- Department:** Nackawic-Millville Volunteer Fire Department
- Reports to:** Chief Administrative Officer
- Directs:** Volunteer Fire Fighters
- Internal Relationships:** Department Heads, Mayor & Council, Employees & Volunteer Fire Fighters
- External Relationships:** Residents, Municipal colleagues, Provincial departments, and Suppliers.

Overall Position Mandate:

The Fire Chief oversees the management and operation of the Nackawic-Millville Volunteer Fire Department consisting of the Dumfries, Millville & Nackawic Stations and is responsible for the recruitment, training, and direction of volunteer fire fighters.

The Fire Chief provides ongoing advice and expertise to the CAO/Clerk and/or Council in the areas of fire protection, prevention, and enforcement.

Primary Position Responsibilities:

The following are the primary duties and position responsibilities of the Fire Chief. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all duties. Other duties and responsibilities may be assigned by the CAO/Clerk and/or Council.

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Key Position Activities supporting Primary Position Responsibilities:

1. Ensures operational readiness for emergency responses in the municipality and coverage areas and provides leadership and direction to volunteer fire fighters.
 - Considering the geography of Nackawic-Millville Rural Community and coverage area, transportation network, and location and types of development, identifies potential risks and plans strategies for emergency responses.
 - Develops, reviews, and implements all firefighting policies, procedures, and techniques for the Fire Department.
 - Inspect all fire fighting vehicles, equipment and apparatus on a regular basis to ensure readiness for emergency responses and performs or arranges for regular maintenance and repairs.
 - Recruits, orients, and trains volunteer fire fighters to ensure that fire fighters are available and prepared in the event of an emergency response.
 - Sets clear performance expectations for volunteer fire fighters, provides timely and constructive performance feedback, and disciplines or dismisses fire fighters if necessary.
 - Ensures effective command and control techniques are in place.
 - In the absence of a Station Chief, make decisions concerning the appropriate response to and method of responding to an emergency, assign duties to fire fighters and ensure that they are responding in a safe and appropriate manner.
 - Motivates volunteers through ongoing coaching and development and creates appropriate forms and opportunities for recognition.
 - Provides mutual aid to various local fire departments and to the Department of Natural Resources.

2. Performs administrative, planning, budgeting, reporting and evaluation functions for the Nackawic-Millville Volunteer Fire Department.
 - Ensuring the investigation of the cause of fires has occurred and required reports or forms for submission to the Fire Marshall's Office are completed.
 - Maintains administrative records on the incidence of fire, injuries, and loss of property.
 - Develops a comprehensive annual Fire Department operational plan and proposed budget for review by the Treasurer and CAO/Clerk prior to submission to Council for the annual budget process, and implements the budget once approved.
 - Takes a multi-year view of Fire Department needs and requirements, plans for major expenditures, and makes recommendations to Council on the replacement or acquisition of vehicles or equipment.
 - Oversees the regular cleaning and maintenance of the Fire Stations.

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- Manages any contracts and purchases required for the Fire Department.
- Undertakes an annual evaluation of Fire Department operations, with input from volunteer department members and makes recommendations to the CAO/Clerk and/or Council on the continuous improvement of services related to fire protection and prevention.
- Participates in information-sharing, priority-setting, and strategy development, and collaborates on team-building initiatives to create a positive and highly engaged work environment.
- Consults with other municipalities, other levels of government, other protective services, community organizations and stakeholders to improve the Fire Department's services and further the objectives of the municipality as the official representative of the Nackawic-Millville Volunteer Fire Department.

3. Acts as a key staff member to the Protective Services Committee.

- Regularly attends meetings of the Protective Services Committee and provides input on the agenda and planning.
- Follows up on relevant action items requested by the Committee and implements policy directives.
- Arranges for guest speakers and training opportunities, in consultation with the committee chairperson.
- Provides ongoing subject matter expertise and advice to the Committee.
- Ensures regular review and revision of the Emergency Response Plan for the municipality.
- Arranges with the New Brunswick Emergency Measures Organization, or other qualified colleagues, to conduct periodic tabletop and field exercises to enhance emergency responses.
- Responsible for the implementation of the Emergency Response Plan for the municipality, when necessary.

4. Undertakes fire awareness, prevention, and public relation initiatives.

- Remains current with trends, directions and approaches to fire safety and prevention.
- Conduct residential fire inspections on request.
- Conduct business fire inspections on an annual basis on request.
- Make presentations to the public and conducts random smoke alarm inspections throughout the Rural Community during Fire Prevention Week.
- Provides tours of the Fire Department throughout the year.
- Involves the Fire Department in public relations events when necessary or advisable.

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5. Performs other duties and responsibilities.

- Attends the Council meetings when requested.
- Prepares monthly reports for the Council meetings containing an update on activities of the fire department.
- Conducts appropriate research, analysis and evaluation of alternatives under discussion to prepare for meetings and be able to provide informed responses to questions from members of Council and/or public.
- Enforces all the rules and regulations of the Fire Department and all relevant municipal by-laws and, if appropriate, makes recommendations to Council for changes to by-laws to support fire protection and prevention.
- Participates in meetings with residents or other stakeholders to resolve concerns and address issues, and reports to the CAO/Clerk and/or Council as appropriate on outcomes.
- Coordinates the maintenance and/or repairs of municipal owned fire department assets.
- Maintains and ensures operational readiness of fire department generators/back up power systems.

6. Promotes collaboration and leadership.

- Participates in other committees or sub-committees for special projects that may be identified as priority by the CAO/Clerk and/or Council.
- Attend Department Head meetings.
- Participate in the management team to share information, participate in priority-setting, provide subject matter expertise related to strategy development, identify the financial implications of projects, and collaborate on team-building initiatives to create a positive and highly engaged work environment.
- Provides advice and support to other departments and functions of the Rural Community as requested.
- Promotes a spirit of collaboration and cooperation.
- Fosters an environment where every individual is treated with respect, dignity, and fairness.

Efficiency & Effectiveness.

- Quickly applies initiative in all situations to ensure expeditious completion of assignments and required transactions.
- Ensures processes are in place to facilitate accuracy and attention to detail as part of normal work practices.

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- Efficiently manages workload activities as required by areas of responsibility and assignments given by the CAO/Clerk.
- Organizes and implements work in a manner supporting the capability to complete a variety of tasks and job responsibilities.
- Facilitates the effective distribution of duties to ensure appropriate allocation of workload and priority setting.
- Ensures the CAO/Clerk and other required internal and external relations are informed of issues and requisite policy matters on a timely basis.
- Ensures all correspondence is completed on time and in a thorough and comprehensive manner to foster positive internal and external perceptions.
- Attends meetings and/or municipal events in a fully prepared manner and actively participates in discussions.

Core Competencies & Organizational Values:

Personal characteristics and expectations consistent with Core Competencies & Organizational Values:

Customer Confidentiality

- Ensure client, customer and supplier confidentiality is of primary concern and is committed to not discussing, showing or providing any information related to files or verbal discussions to any person(s), organization(s) or Rural Community suppliers for any reason unless otherwise authorized by the CAO/Clerk.

Communications

- Communicates on a regular and timely basis information that is relevant to the Nackawic-Millville Rural Community and related employees.
- Communicates both one-on-one and in team settings, whichever is most appropriate and cost effective.
- Ensures two-way communication. Listens and delivers clear, concise messages to employees and residents.
- Constructively challenges organizational routines and practices and supports new ideas.
- Presents information before groups and individuals in a meaningful and stimulating and effective manner.
- Ensures written communications are complete and delivered in succinct, articulate messages.
- Communicates in a manner that influences and motivates.

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Professional Development

- Participates in continuous learning. Is actively engaged in self-development. Utilizes success, setbacks, challenges and change as learning opportunities.
- Effectively utilizes feedback, coaching and the appraisal process as a developmental and re-directional productive tool.
- Attend formal training, either within or outside the workplace. Training is to be linked with results in improved performance.
- Provides opportunities for planned employment development and experiential learning for the volunteers.

Teamwork

- Proactively promotes a climate of teamwork.
- Demonstrates respect for the thoughts and opinions of others and supports the outcome of the Team.
- Provides a positive role model.
- Demonstrates expertise in team problem solving, decision-making, consensus building, and conflict management.

Customer Focus

- Understands the link between the employees and residents.
- Initiates cost effective actions, innovations and plans to meet or exceed the needs of our residents.

Practices and Processes

- Utilizes technical abilities to ensure efficient and effective functioning in the area of responsibility.
- Persistently and constructively critiques and improve systems, practices, and processes.
- Persistently strives to achieve the lowest possible cost without sacrificing customer service or employee commitment.

Planning and Problem Solving

- Effectively manages multiple priorities by utilizing effective organizing, planning and time management skills.
- Manages workload strategically.

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- Analysis and identifies problems and seek relevant information to creatively generate viable solutions.

Measurement

- Utilizes benchmark measures to determine relative performance. Shares this information as relevant feedback to applicable employees and in applicable decision-making.
- Sets challenging standards and uses measurement not only as a method of assessing performance against standards, but also as a catalyst for achieving higher standards.

Persistence and Tenacity

- Possesses the perseverance required to overcome barriers to effective change.
- Demonstrates the persistence and stamina to translate decisions into action.
- Proactively overcomes barriers to success and perseveres through adversity.

Energy and Initiative

- As a self-starter, seeks challenges and with little direction takes initiative to solve problems and realize opportunities.
- Displays and maintains a high activity level.
- Has a bias for action and making things happen.

Integrity and Trustworthiness

- Build relationships based on trust and integrity with all fellow employees and customers/residents.
- Demonstrates care for safety and wellbeing of employees.
- Builds positive relationships by demonstrating consistency in behavior, openness in communication, candor and a commitment to fairness and honesty.

Flexibility and Adaptability

- Demonstrate versatility in inter-personal relationships and management style.
- Adapts to a wide range of situations.
- Seeks and welcomes positive change, manages ambiguity and adapts to stressful situations.
- Helps those around them through uncomfortable transitions.

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Qualifications:

To perform this job successfully an individual must be able to achieve each of the key objectives outlined previously.

The minimum qualifications required to successfully perform the job of Fire Chief are as follows:

- The incumbent must have Level I and Level II Fire Fighter Certification and must be qualified to provide training to volunteer fire fighters.
- Minimum Level I Arson Investigation Certification is considered an asset.
- Emergency Measures Response training.
- Eight to ten years of experience as a firefighter with at least three to five years in a supervisory capacity.
- Current first aid and CPR certification.
- Valid New Brunswick driver's license Class 5 with Air Brake Endorsement.
- Completion of a defensive driving course is considered an asset.
- Equivalent combinations of education and experience may be considered.

Knowledge, Skills & Ability:

The following knowledge, skills and abilities are required:

- Knowledge of firefighting policies, procedures, and techniques.
- Knowledge of firefighting training methods, and of volunteer motivation, development, and recognition.
- Knowledge of public safety and emergency response techniques.
- Knowledge of investigation and evidence gathering techniques.
- Knowledge of any relevant municipal policies, procedures, regulations, and by-laws pertaining to fire protection and prevention.
- Knowledge of Occupational Health and Safety regulations and Environmental regulations.
- Knowledge of the geography and transportation network and the location and type of developments in Nackawic-Millville Rural Community.
- Skill in using office equipment, computers, and software, including proficiency in Microsoft Office programs.
- Effective communication skills, including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise.
- An orientation to coaching and developing others and an ability to motivate volunteers to perform effectively in dangerous and difficult situations.

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- Strategic thinking and decision-making skills, including the ability to quickly analyze options for proceeding in emergency situations, decide on the best course of action, and make judgment calls under adverse conditions.
- Analytical and problem-solving skills, including the ability to research, analyze and evaluate alternatives and develop recommendations related to fire protection and prevention.
- Planning and organizational skills, including the ability to develop and implement operational goals, objectives, priorities, practices, and procedures.
- Time and stress management skills, including the ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations.
- Teamwork and relationship-building skills, including the ability to establish and maintain effective working relationships with peers, volunteers, Council members, residents, government officials, auditors, contractors/suppliers, business representatives and other stakeholders.

Working Conditions:

The Fire Chief will be exposed to environments that may be busy, noisy, chaotic, and dangerous and will quickly need to take charge and assign duties to volunteer fire fighters and implement public safety and crowd control techniques. Very high levels of mental and emotional stress may occur at fire scenes, and the Fire Chief needs to manage this stress and maintain a high level of concentration and focus to control the situation effectively.

The Fire Chief personally faces and must effectively deal with volunteers and residents who face the possibility of the loss of life or property and the risk of serious injury or disability.

The incumbent is required to attend occasional Council meetings and Protective Services Committee meetings, which occur in the evenings.

The Fire Chief may also be required to participate periodically in special community events which occur in the evenings or on weekends.

Physical Requirements:

The Fire Chief may be involved in physically draining and exhausting activities, such as carrying heavy firefighting equipment while climbing ladders and going through buildings amidst dangerous conditions and debris. The incumbent will regularly be exposed to water

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conditions and extreme weather conditions. The incumbent will face exposure to smoke and noxious fumes as a result of fire and may face exposure to hazardous chemicals.

Hours of Work:

The standard hours of work are from 8:15 am to 4:30 pm Monday to Friday except on statutory holidays. The Fire Chief may conduct training of volunteer firefighters on a periodic basis, attend designated meetings and participate in special community events held occasionally on evenings or weekends as authorized by the CAO/Clerk and perform stand-by duty.

Salary:

Compensation to be negotiated based on education/experience. Excellent group benefits (health & dental) and Pension Plan benefits as per the Personnel Policy.

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Certification and Approval

Employee Certification:

I certify that I have read and understand the duties and responsibilities assigned to the position of Fire Chief.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Chief Administrative Officer/Clerk Certification:

I certify that this job description is an accurate description of the duties and responsibilities of the position of Fire Chief.

CAO/Clerk Signature: _____

CAO/Clerk Printed Name: _____

Date: _____