



The Corporation of the Town of Petrolia

is seeking a

**Fire Chief/Director of Protective Services
(Permanent- Full Time, non union)**

The Town of Petrolia is nestled in the heart of Southwestern Ontario's Lambton County and framed by Lake Huron and the St. Clair River. The Town's commitment to the preservation of its history supports a quality of life that energizes its residents and inspires its visitors. Petrolia boasts excellent schools, a hospital and an outstanding community and wellness centre.

Area of Responsibility:

Reporting to the Chief Administrative Officer, the Director of Protection Services is responsible for the overall, general and financial management, direction, and leadership of the fire department, emergency management, and by-law enforcement (including the OPP contract). The fire chief component of this position provides services to both the Town of Petrolia, and the Township of Enniskillen, as the fire chief of a shared fire department. This position ensures compliance with all related standards and legislation.

SCOPE OF WORK:

Leadership and supervision

- Provides leadership and direction to all volunteers including on-call fire department members, CERV (Community Emergency Response Volunteers) members, and maintains effective working relations with other municipal departments and staff.
- Ensure all staff, volunteers, and contractors work in a manner consistent with the Occupational Health and Safety Act, the Town's Health and Safety Policy and related regulations and guidelines.
- Serves as a member of the Senior Management team.
- Conduct strategic planning activities to identify, and plans for future protection needs and services. Prepares and presents reports to CAO/Council on strategic issues and risks.
- Develops risk assessments and from this develops priorities for each of the programs.
- Assumes incident command at major incidents, or supports the Community Control group as the CEMC.
- Builds relationships with and support activities of others such as Lambton Building Service officials. Provide expertise to the Chief Building Official (CBO) in respect of fire safety, protection systems and emergency planning required by the Ontario Building Code (CBO). Comments on site plans, rezoning, subdivision agreements and new buildings when required.
- Contribute to the development and implementation of The Town's Strategic Plan.
- Attend meetings, approved workshops, seminars, and conferences to maintain sound knowledge base and understanding of current and future issues impacting Protection Service delivery.
- Develop and implement a comprehensive public education program supporting fire, emergency management and bylaw activities that targets the various groups that have been identified in the community risk assessment.
- Develop and implement an effective fire safety inspection program to target vulnerable populations as identified in the risk assessments.
- Develop and implement an effective training program for all volunteers.

Legal

- Perform the statutory duties of Fire Chief under the Fire Protection and Prevention Act, associated regulations and/or as directed by the Office of the Fire Marshal. This includes the duties of an assistant to the Fire Marshal, as prescribed by the Fire Protection and Prevention Act 1997 including cause determination.

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- Perform statutory duties/requirements of the Community Emergency Management Coordinator under the Emergency Management and Civil Protection Act, 2009. Establishes, updates, coordinates, and implements the Town of Petrolia's Emergency Plan, while carrying out all duties and ensures all requirements of the legislation are met.
- Perform statutory duties as a By-law Enforcement Officer, as appointed by Town of Petrolia Council under the provisions of the Provincial Offences Act, the Police Services Act, and other Provincial Statute to enforce local municipal by-laws and other applicable Provincial Statutes.
- Maintain current knowledge of all relevant legislation, regulations, codes, by-laws, standards and best practices
- Process Freedom of Information requests in conjunction with the Clerks Department
- Carry out other statutory duties of the position in accordance with federal and provincial statutes.

Budget

- Develop, administer and control the multi-year capital and operating budgets. Oversee, manage and approve expenditures in compliance with Municipal By-laws, policies and procedures. Develops an annual workplan linked with the budget.

Human Resources

- Supervised approximately 60 on call and volunteers.
- Perform Human Resource functions such as preparing job descriptions, recruiting, training, supervising, performing evaluations, discipline and attendance management in accordance with policies and in coordination with Town of Petrolia Clerks Department.
- Ensures the development of personnel, to ensure competent volunteers and contribute directly to the effectiveness and efficiency of the operation.
- Maintains adequate staffing levels to permit the delivery of appropriate emergency / bylaw services to the community.
- Maintains discipline and morale of staff and volunteers.
- Supervises the performance appraisal program and conducts regular appraisals of those under his/her direct supervision.

Administration

- Establish, improve, implement and monitor a range of operating and administrative policies, procedures, techniques and functions related to the delivery of fire, emergency management and bylaw, including but not limited to fire suppression, fire prevention, code enforcement, public education, investigations, municipal emergency planning and response, mitigation, bylaw enforcement practices, and records management.
- Attends committee and council meetings as required
- Produce and present annually the fire departments workplan/priorities, and performance reports to the joint Fire Management Committee/Municipal Administrators/Councils.
- Produce and present annually the Emergency Management and Bylaw workplan/priorities, and performance reports to the Petrolia Council.
- Maintain a variety of statistics and data, utilizing an electronic records management system and generate reports as required.
- Ensure fire/bylaw incident reports and all other administrative documents are completed and submitted in a timely manner, as required.
- Purchases equipment and ensures maintenance of the same.
- Ensures fire station is kept in good order
- Meets regularly with the Fire and CERV officers to ensure that they are following the procedures and goals of the department.
- Recommends to the Fire Management Committee the hiring of personnel as required to maintain the manning level as established by council.
- Represents and promotes the Town of Petrolia, and the Petrolia and North Enniskillen Fire Department, to both the public and to professional colleagues and stakeholders.
- Perform additional duties, and undertake additional responsibilities and special projects as required.

Requirements, preferred Skills, and preferred Certifications:

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- Minimum 5 years of leadership experience in incident command emergency response roles, normally acquired in fire and rescue, paramedics, police services or in a related field;
- Post secondary education including a diploma or degree in Public Administration, Business Administration, Fire Service Management, or equivalent experience;
- Ontario Fire College, or training to the NFPA standard at the advance levels in the disciplines of Fire Officer, Fire Inspection, Fire Investigation etc.;
- Emergency Management training. Completion of Community Emergency Management Coordinator (C.E.M.C.) designation from Emergency Management Ontario is preferred;
- Incident Command training. IMS 100, 200 and 250 certificates preferred;
- Experience in Municipal By-law enforcement, Provincial Offences enforcement;
- Extensive knowledge of applicable legislation including the Fire Protection and Prevention Act 1997, Emergency Management and Civil Protection Act, 2009, Municipal Act, and statutory duties as a By-law Enforcement Officer;
- Strong leadership skills with the ability to influence decisions and affect change;
- Strong ability to consult;
- Ability to work effectively in a team environment;
- Demonstrate the ability in understanding best practices in the delivery of fire services, emergency management, bylaw enforcement and financial management and controls;
- Sound judgement and excellent analytical decision-making skills;
- Excellent verbal and written communication skills;
- Proven ability to handle matters of a confidential or sensitive nature to maintain confidentiality;
- Computer proficiency in MS Office (Word, Excel, Outlook) and database applications e.g. Fire Pro2, iCompass;
- Criminal record check, vulnerable persons check;
- Valid Ontario DZ driver's license and satisfactory driving record;
- Availability to work a variety of hours outside of standard business hours;
- Ability to respond to emergencies within the department SOG protocol for response, residing within the response area is preferred;

Deadline for applications is no later than **12 noon Friday, February 9, 2018**

Resumes clearly marked Fire Chief/Director of Protective Services to be directed in confidence to the attention of:

Mandi Pearson, Interim CAO/Clerk

Town of Petrolia

411 Greenfield Street

Petrolia, ON N0N 1R0 mpearson@petrolia.ca

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