

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES FIRE OPERATIONS – LOCATION – VARIOUS)

PLATOON CHIEF – UNION LOCAL 288

SUMMARY OF DUTIES

Reporting to the Director of Fire Operations/Deputy Chief or designate, this position will be directly responsible to oversee the operations for fire suppression services and overall supervision of personnel on a daily basis for a respective platoon. The Platoon Chief must work in close cooperation with all members of the Fire Service Team to ensure excellence in the delivery of external and internal customer service with a focus towards prevention, preparedness, emergency response, mitigation and recovery activities.

GENERAL DUTIES

Monitors and co-ordinates with the District Chief all districts, stations, and personnel in regards to holidays, lieu days, shift changes, training programmes, other assignments and unscheduled absence, and oversees the call-in of off-duty personnel to cover shortfalls due to absences to ensure requirements are met for proper staffing.

Responsible for recording and reporting personnel attendance, absence and lateness under the policies and guidelines of the H.E.S. Fire and Human Resources for the City of Hamilton including administering the Attendance Management System within the Suppression Division including the follow-up of all absence reports and level 1 & 2 interviews.

Responsible for notifying Administration of the need for any immediate emergency repairs to Department buildings during normal Monday to Friday, 0800 to 1700 hours. Responsible for notifying City Facilities of any immediate emergency repairs outside of the normal hours for the Administration Division.

Responsible to ensure that all personnel on their respective shifts receive a minimum of 180 hours of training per calendar year. Monitors the training of all platoon/district staff in policies, procedures and incident command. In conjunction with the Training Division ensures that the content of training is clear and consistent and the quality of delivery is maintained, training objectives are met and personnel function at a level consistent with their training.

Responsible to review all reports submitted by Officers under their command in attendance at emergency scenes, which record actions taken by those Officers and their respective personnel and then to conduct a follow-up with staff to review those actions and any identified performance gaps. Analyzes and evaluates training needs of personnel so that training needs are identified, prioritized and updated and the requirement is determined for either the development of new training programs or the revision of existing training programs.

Attends meetings representing the Suppression Operations and presenting its concerns at these meetings.

Provides input on draft policy and guidelines so that the recommended policy/guidelines are safe, implemental and improves performance levels of the Department.

Responsible for notifying the Chief, Deputy Chief, Assistant Deputy Chiefs, Joint Occupational Health and Safety Committee members, President of HPFFA, the Ministry of Labour and Corporate Health and Safety in all cases where appropriate under Policy and Procedures and legislation.

Maintains a "Daily Journal" log of all extraneous activities that occur while on shift including Platoon Chief activities.

Responsible for all media queries and information requests outside the normal working hours of Administration,

regardless of the time of day or night. Responsible to notify and involve the Public Information Officer when applicable.

Responsible and accountable for the submission of requests for overtime entitlement and repayment including personnel eligible for payment of monies for acting in a rank above their position.

The Platoon Chief conducts post-incident analysis providing Staff with positive and constructive feedback as required.

Ensures that Department policies and standard operating procedures are followed. Ensures emergency response crews are aware of requirements and modification to Department policies and procedures and their conduct, dress and actions reflect standard operating procedures

Responsible for notifying the Chief, Deputy Chief, Assistant Deputy Chiefs of any investigations to be undertaken by the Fire Marshall's Office. Assumes monitoring responsibility for the Department during Fire Marshall Investigations until completion of the investigation.

Inform the Deputy Chief or designate of any employee found to have committed an offence contrary to the rules and regulations and/or policies and procedures that regulate H.E.S. Fire through a written detailed account.

Responsible for the monitoring of probationary fire fighters and will co-ordinate evaluation on them on a monthly basis. The probationary employee's direct supervisor prepares the report and the report receives comments and signatures by the Platoon Chief prior to submission to the Training Division for permanent entry to the employee's file.

Coordinates and controls emergency response operations by gathering pertinent information, determining types of apparatus and equipment required at the scene, notifies external agencies of emergency and confirms arrival and details of the situation with communications center to minimize delays in response to emergencies. Ensures personnel, apparatus and equipment meet the requirements of the situation, communication with the Department is maintained and a coordinated systematic and sequential plan is implemented with minimum loss of life and property in controlling the situation.

Take control at all large multiple alarm incidents upon their arrival. Coordinates and controls all emergency incident operations (fire, hazardous materials, emergency rescue, and multi/mass casualty medical) by assessing the incident, requesting additional assistance, determining stabilization and mitigation plans, preventing injury to victims or loss of life and limiting property loss through a coordinated systematic and sequenced plan.

Investigates fire/emergency scene by informing external agencies, interviewing witnesses and firefighters, securing fire/emergency scene, inspecting fire/emergency scene, seizing and maintaining continuity of evidence and preparing response reports so that cause and origin of fire or emergency incident can be determined.

Models professional image through personal behaviour, attire, grooming and communications so that personal performance and a concern for professional image is instilled in crew members. The Platoon Chief supports the delivery of effective, efficient customer Service in an ethical manner by establishing and maintaining productive working relationships with and collaborating with Staff in all Fire Service Divisions.

Enforces Occupational Health and Safety legislation and Department safety policies so that risk or injury in an emergency situation is reduced and the effectiveness of the crew is not compromised by unsafe practices.

Provides feedback to crew members on performance so that individual strengths and weaknesses are recognized, unacceptable performance is discussed, remedial action is agreed to and training needs are determined.

Responsible for the co-ordination and completion of all tactical survey plans assigned to the Platoon. This would include reviewing completed plans and signing off.

Assesses status of Department equipment, apparatus and fire stations by conducting and documenting regularly scheduled inspections, monitoring the testing and repairs to equipment, apparatus and fire stations, enforcing safety legislation and recommending replacement or purchase of new equipment or apparatus so that fire apparatus is in a condition that allows it to perform to its design function.

Responsible to ensure that any repairs or maintenance required in the stations, on apparatus or equipment are followed up on and completed. This will be done in conjunction with the appropriate Departmental Staff,

Performs ongoing inspections of firefighter clothing and uniforms so that equipment and clothing is correctly adjusted, fitted and in good status. Unsafe or inoperative protective clothing is to be replaced on the recommendation of the Platoon Chief.

Provides liaison between firefighters, senior management staff and other department divisions so that open channels of communications are maintained, the chain of command is followed, and information communicated accurately, concisely and without distortion.

Co-ordinates and participates in officers' meeting so that information on status of Department and special initiatives can be shared, concerns that affect the Department can be brought to the attention of superior and valid recommendations/decisions can be made to maintain an efficient Department operation.

Performs public relations by providing public assistance, making presentations, participating in special activities, performing demonstrations and projecting a professional image in order to enhance the public's perception of firefighters and the Department; keeping in mind the primary goal of educating the public in fire safety.

Remains current with legislation and regulations, personal development is valued and undertaken, Departmental fire standards are met and professional competence is maintained.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and Departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Graduate of Ontario Fire College. A diploma in Fire Sciences or equivalent
2. Minimum two years service in the rank of District Chief
3. An extensive background in fire technology and administration, achieved through a demonstrated progressive career path in fire service.
4. Must possess strong interpersonal skills and have the ability to deal effectively with staff, management, elected officials and the public.
5. Be a strong communicator, both verbal and writing.
6. Must have substantial experience and knowledge of fire tactics, incident command, and strategic planning/attack/mitigation during all emergency operations.
7. Ability to assess the effectiveness of training programs and participants' performance.
8. Ability to constructively evaluate and critique the skills, abilities and competencies of direct reports.
9. Must possess a working knowledge of the Fire Protection and Prevention Act (Bill 84). The Ontario Fire

Code, Bill C45, building design, and geography of The City of Hamilton.

10. Emergency planning courses and or experience would be considered an asset.