

## CITY OF HAMILTON

### COMMUNITY & EMERGENCY SERVICES DEPARTMENT (FIRE DIVISION)

#### AREA COMMANDER

#### SUMMARY OF DUTIES:

Working Full-time in a non-union position, the Area Commanders will report through the office of Director/Deputy Chief - Operations, having responsibility for all staff and stations in the Volunteer Fire Fighting Division. The responsibilities will include the co-ordinating of all resources necessary to meet the demands of providing an effective and efficient emergency response within the primary areas of the rural districts and as support within the urban areas of the City of Hamilton.

There will be two Area Commanders working as a team, each having responsibility for operational and administrative duties. They are responsible to provide direction to staff through meetings, correspondence, policy, training and direct interaction.

#### GENERAL DUTIES:

Overall management and administration of personnel within the Volunteer Division on a daily basis.

Co-ordinates through the office of the Director/Deputy Chief with the Full-Time Operations Senior Officers to ensure service needs are met as required.

Responsible to ensure that personnel in their area receive the mandated training.

Participates in the drafting of policy and procedures and the implementation of same, through the Director/Deputy Chief – Operations.

Enforces health and safety legislation and Hamilton Fire Department policies and procedures. Monitors and evaluates staff, providing feedback on performance. Builds effective teams so that high performance levels are established and maintained.

Liaises between the volunteer fire Operations and other Divisions so that information is communicated accurately, concisely and without distortion.

Monitors emergency scene evolutions to ensure that Hamilton Fire Department standard operating procedures are adhered to and that safe practices are employed.

Assess status of Hamilton Fire Department equipment, apparatus and fire stations by conducting and documenting regularly scheduled inspections, monitoring the testing and repairs to equipment, apparatus and fire stations.

Performs public relations by providing public assistance, making presentations, participating in special activities, performing demonstrations and projecting a professional image.

Assists as required in preparing input for preliminary budgets to ensure that response levels of the department are maintained.

Responds to special complaints and inquiries so that requests have been properly and satisfactorily addressed and concerns have been documented and investigated.

Establishes and maintains daily records and files in accordance with policy to ensure that information is organized, complete, current and accessible for future reference.

Performs administrative duties by completing standard forms and reports, maintaining records, establishing and monitoring files, and chairing and participating in department meetings so that the Volunteer Division is run in accordance with organizational regulations, policies and procedures.

The Area Commanders will conduct performance measurement and provide quality assurance through continuous monitoring and corrective actions.

Liase on issues regarding payroll and on-going audits of pay to volunteer staff.

Requires flexible shifts to ensure attendance at regular meetings with all Station Captains and Training Officers for the purposes of co-ordinating activities and the facilitating of communications between Management and staff.

Following the Purchasing Policies, the Area Commander will be responsible where designated by the Deputy/Deputy Chief Operations, to acquire items for use within the Volunteer Division.

Follow-up with Station Captain or designates in regards to the status of repairs to stations, vehicles and equipment, liasing with the appropriate support areas to resolve.

Participates in assigned committees and workgroups.

Monitors emergency responses and responds to assist as required.

Performs other duties as assigned, which are directly related to the major responsibilities of the job.

**QUALIFICATIONS:**

1. Proven knowledge and experience in fire technology, operations and administration normally obtained by the completion of a Diploma in Fire Sciences or a combination of education and work experience.
2. Graduate of the Ontario Fire College Officer Development Programme or equivalent.
3. Demonstrated experience in Fire Emergency Services.
4. Highly organized and able to work in both a team co-ordinated and independent manner in order to cope with meeting the demands of both the full-time and the part-time operations areas.
5. Willingness to participate in academic studies and job related courses in the development and maintenance of professional currency and competency as well as in pursuing and acquiring the skills necessary for career advancement.
6. Experience in a computerized environment. Working knowledge of Microsoft Office Software (Word, Excel and Outlook), and workplace reporting and tracking programs (e.g.FDM).
7. Must possess a Class "G" Driver's Licence and have the ability to obtain and maintain a Class DZ class licence through department resources.