

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (HAMILTON FIRE DEPARTMENT – LOCATION — 1227 STONE CHURCH RD. E.)

MANAGER, OPERATIONS/ASSISTANT DEPUTY CHIEF

SUMMARY OF DUTIES

Reporting to the Director/Deputy Chief, the Assistant Deputy Chief inspires and supports a shared vision for the future of the Hamilton Fire Department (HFD) in a climate of accountability. Assists in developing long range plans that ensure the services provided by the department are integrated and aligned with the goals and priorities of the City of Hamilton. As an integral member of the leadership team, the Assistant Deputy Chief is directly responsible to lead and manage the day to day functions of their respective portfolios including aligning the business activities to the HFD 10 Year Service Delivery Plan. This role is responsible for the development and managerial oversight of their respective portfolios which may include Operations (career and volunteer), Fire Prevention, Community Safety and Planning, Training, Communications and/or Mechanical Divisions. This position will design and implement strategies to improve effectiveness and efficiencies utilizing a 'best practice' approach to the delivery of fire protection and rescue services. Additionally, the position is accountable for establishing and achieving goals and objectives through the effective and efficient use of resources within their assigned portfolios. The Assistant Deputy Chief will form and maintain collaborative partnerships within the community.

GENERAL DUTIES

Responsible for and provides leadership and management oversight of technical activities and overall administration of the assigned portfolio.

Provides leadership, coaching and guidance to staff within assigned portfolio(s) ensuring that divisional, departmental and organizational goals, objectives and performance standards are achieved.

Responsible for being the liaison between front-line staff and Hamilton Fire Department Leadership Team so that open channels of communications are maintained and information is communicated accurately and concisely.

Receive and respond to direct inquiries pertaining to their assigned portfolios.

Reviews and recommends action plans by determining needs through consultation with stakeholders to establish goals, objectives and performance measures.

Responsible for preparing written reports and making formal presentations relative to various audiences.

Undertakes research, analysis, environmental scans in support of the business planning and continuous improvement processes.

Assumes the role of on-call Duty Officer (on a rotational basis), responding to emergencies and fulfilling prescribed duties.

Responsible for administering and monitoring operating and capital budgets in accordance with established policies and budget guidelines ensuring that stated outcomes are achieved.

Lead and/or participates in the recruitment and selection of staff with a view to ensure current and future service requirements are met.

Participates in HFD Leadership Team and Extended Management Team (EMT) meetings as members of the Healthy and Safe Communities Department.

Responsible for supporting and contributing to positive and productive labour relations by participating in Labour Management meetings, grievance meetings and working in partnership with the various Associations/Unions representing employees within the Hamilton Fire Department.

Responsible for the development of policies and procedures ensuring Corporate and Departmental policies and standard operating procedures are communicated, complied with and applied in a consistent fashion to support organizational consistency and high quality public service.

Represents the Hamilton Fire Department on Corporate committees/teams and initiatives.

Models and reflects integrity, professionalism and a commitment to public service excellence synonymous with the Hamilton Fire Department and City of Hamilton's Corporate Culture.

Responsible for assessing the status of Hamilton Fire Department assets for the purpose of undertaking long term planning associated with community growth and development.

Participates in Healthy and Safe Communities emergency preparedness planning, development and training.

Supporting Corporate Emergency Management (EM), the incumbent will represent the Fire Department in the Emergency Operations Center (EOC) and serve on various EM working committees. Respond to all municipal emergencies as requested.

Participates as a certified management representative on Joint Occupational Health and Safety Committee.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

At the discretion of the Fire Chief, rotates amongst the various portfolios to support career development, succession planning, business continuity and the principals of job-enrichment.

Perform other duties as assigned, which are directly related to the job.

QUALIFICATIONS

1. University Degree or College Diploma in a related field or an equivalent combination of education and relevant work experience.
2. Demonstrated experience in municipal fire services.
3. Knowledge of the Fire Protection and Prevention Act (Bill 84), Ontario Fire Code, fire safety standards and regulations and geography of the municipality.
4. Must possess strong organizational and time management skills.
5. Excellent written skills that translate across a variety of audiences including Committee, Council, senior management, community agencies and residents.
6. Proven interpersonal and facilitation skills and ability to build positive relationships with a variety of audiences.
7. Experience supporting, embracing and championing initiatives and mandates within an organization.
8. Demonstrated experience exercising superior judgement, tact and discretion in dealing with sensitive and

complex situations.

9. Demonstrated experience coaching, motivating individuals and fostering a co-operative respectful and cohesive team environment.
10. Must be available to work outside of a normal work schedule for both planned and emergency situations as needed.
11. Knowledge of the Health & Safety Act and applicable regulations as it relates to the position and must be capable of becoming certified to serve as a member of the Joint Occupational Health and Safety Committee.
12. Knowledge of budget process and budget control.
13. Experience in a computerized environment. Working knowledge of Microsoft Office Applications (Word, Excel, Outlook, PowerPoint).
14. Must possess a valid Class "G" License.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
