

CITY OF HAMILTON

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

FIRE CHIEF

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for a high performing public servant who is interested in experiencing a challenging, rewarding and fulfilling career. The successful candidate will demonstrate an ability to provide leadership and direction to a multi-disciplinary team engaged in providing Fire Services to the community. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the General Manager, Healthy & Safe Communities, the Fire Chief will assume the overall responsibility for the effective and efficient operations and management of all activities of the Fire Services and will be responsible for statutory duties as required by applicable Acts and Regulations.

Participates in H&SC emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

GENERAL DUTIES

Co-ordinates operations at all major fires and other emergencies.

Provides support to the Emergency Control Group, assumes responsibility for the daily administration of Fire Services Division and be on call duty 24 hours per day.

Initiates and implements progressive policies and procedures by advocating new technologies and encourages the use of advanced methodologies in the delivery of Fire Services integrating systems as appropriate.

Maintains optimum service delivery by conducting continuous on-site evaluations and assessments of each function and section of the division, e.g. Career Firefighting, Volunteer Firefighting, Fire Prevention/Public Education, Training, Communication, Apparatus and Equipment and Administration.

Must maintain an awareness of current advances in Fire services techniques. Recommends purchases of new equipment and encourage continued upgrading of existing equipment and emergency response through constant reviews of station and staff requirements.

Assumes responsibility for the development and implementation of the Fire Services Division's annual budget by analyzing allocations and expenditures to promote and achieve continued cost-effectiveness.

Monitors media and other public education programs and responds by providing information and clarification on all issues relating to fire prevention and operations including hazardous materials.

Provides ongoing supervision to the Fire Services division in general by participating in a variety of administrative functions, including being an active member of the Corporate Leadership Team, conducting performance evaluations, hiring new employees, providing advice and guidance to the senior management team when necessary and participating in all aspects of collective bargaining.

Demonstrated ability to lead and inspire a shared vision, builds high performing teams, drives for business results and values innovation. Sets above average standards and leads by example by providing strategic leadership to support the delivery and integrity of services to the Corporation and the public. Possess a high level of personal integrity and is an excellent communicator. Must encourage continued training, staff development and succession planning ensuring that high potential employees are developed. Provide coaching and develop performance goals.

Assumes responsibility for development and maintenance of a comprehensive Community Safety Program designed to ensure that the emergency plans for Industrial and Commercial business operations are aligned with the response capabilities of the Hamilton Fire Department.

Develop and foster community relationships and strategic partners.

Advises the City Manager and Council on all matters pertaining to the Fire Services Division's operations in the City of Hamilton and attends Committee and Council meetings as required.

Collaborates with other agencies, such as the Hamilton Police Services Board, Hamilton Paramedic Services, Ontario Fire Marshall's Office, Ministry of Health & Long Term Care, Public Utilities and any other appropriate agency on matters of mutual interest and concern.

Complies with all existing City of Hamilton By-laws, the Ontario Fire Code, Ontario Fire Marshal's Act, Fire Department Policies and Procedures, Ontario Occupational Health and Safety Act and other relevant legislated Acts.

Responsible for ensuring internal controls in the form of policies, procedures and practices are developed and implemented in relation to the general and specific risks of the area and to achieve the objectives of safeguarding City assets; reliability of management and financial information; compliance with laws and regulations; efficiency and effectiveness of operations; and ensure that the internal controls operate effectively and continuously.

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.

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 or procedures.

Participates in H&SC emergency preparedness planning, development and training. Participates and attends the H&SC departmental management team (DMT) meetings. Respond to all municipal emergencies as requested.

Serves as Acting GM as required.

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

QUALIFICATIONS

1. Extensive knowledge and progressive management experience in the field of fire technology and administration normally acquired through a Degree/Diploma in Public Administration, Fire Administration or an equivalent combination of education and progressively related work experience.
2. Accredited training in Emergency Planning/preparedness and management.
3. Solid knowledge of all provincial Acts/Bills and applicable legislation along with other statutes, regulations and by-laws affecting Fire Services.

4. Highly developed analytical and business planning skills with a proven track record for long term visioning and strategic planning.
5. Proven ability to function as a member of a leadership team. Highly developed ability to articulate a vision, to lead and inspire others.
6. Highly effective leadership and organizational skills in a predominately unionized environment with demonstrated knowledge of the collective bargaining process.
7. Demonstrated ability to effectively manage unionized staff in a results oriented environment.
8. Demonstrated experience in the delivery of operational focused programs and services.
9. Demonstrated knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position.
10. Computer literacy in electronic mail, Internet, word processing and spreadsheet applications.
11. Demonstrated facilitation skills in order to build consensus.
12. Must possess strong interpersonal skills with demonstrated ability to deal effectively with elected officials, government, management, peers, staff and the general public.
13. Must be a strong communicator, both verbally and in writing. Highly effective facilitation and presentation skills.
14. Possess a high level of personal integrity and sound judgement.
15. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development, and results orientation.
16. Demonstrated financial skills in developing, implementing and monitoring divisional budgets.