



CITY OF MELFORT FIRE CHIEF JOB DESCRIPTION

Function: To manage the overall operations of the Melfort Fire Department as directed by the Director of Works & Utilities. You will represent the City of Melfort and have a complete understanding of all federal, provincial and municipal legislation governing fire services. Duties to be included, but not limited to, are:

A. Administration

1. Manage the resources of the City of Melfort (personnel and equipment) within the fire service.
2. Manage agreements between the City of Melfort, surrounding rural and urban municipalities.
3. Provide monthly reports to City Council, quarterly reports to the Protective Service Committee and annual reports as required.
4. Attend all Protective Services Committee meetings.
5. Attend all other meetings as requested.
6. Attend the office located at City Hall on a daily basis to handle fire related inquiries, general office duties and other duties as may be assigned by the Director of Works & Utilities.
7. Ensure adequate fire personnel are available.
8. Enforce City and fire related bylaws.
9. Act as the local assistant to the Fire Commissioner of Saskatchewan.
10. Protect the City from fire services litigation possibilities.
11. Attend continuing education sessions to keep abreast of changes and updates in the fire service.
12. Sit on the EMO committee and assign a person to represent the Fire Department during an emergency.
13. Fire Chief's responsibilities will be divided between fire suppression (50%), Bylaw Enforcement (35%) and Level One Building Official (15%).
14. To assist the EMO Coordinator with the implementation and ongoing monitoring of the City of Melfort EMO plan and to provide recommendations and input into any changes that may be necessary.
15. Act as the liaison between the Fire Department and other emergency services such as police and ambulance.
16. Work with and review with the Building Inspector all building, demolition and moving permits as they are applied for.
17. Work with and review with the building inspector blueprints for commercial, institutional and industrial permits as they are applied for.
18. Work with the building inspector and complete inspections on installations of fireplaces, fire pits and any other solid fuel appliances.
19. Provide the building inspector with a copy of fire inspection sheets and follow-up fire inspections sheets immediately after the inspections and follow-up is complete.
20. Ensure all businesses within the corporate limits have an annual fire inspection, and provide documentation of any finding to the Building Official for corrective action if required.

21. Ensure that concerns put forth by the fire fighters are handled promptly and efficiently.
22. Ensure and maintain the ethical behaviour of fire fighters as they pertain to the image and function of the fire services.
23. Ensure that any breach of conduct or ethical behaviour of fire fighters is dealt with in such a manner as to protect the department, members and public.
24. Exercise general supervision of the fire fighters of the Melfort Fire Department and may delegate to any member, certain authority or duties as he/she may feel will aid to the good and welfare of the fire services.

B. Financial Management

1. Prepare and submit an annual operating and capital budget for the department to the Director of Works & Utilities.
2. Submit a five-year capital budget annually.
3. Submit and update a special projects budget annually if applicable.
4. Act as the purchasing agent for the department and control budget expenditures.
5. Act as a time keeper for the fire fighters.
6. Submit fire fighters' times to Accounts Payable.
7. Assist finance department in invoicing city fire and rescue responses when required.
8. Assist in negotiating financial contributions from other councils.

C. Training

1. Ensure all fire fighters are trained in fire fighting techniques to a competent level.
2. Facilitate certified training on weekends and in the evening to facilitate all volunteers.
3. Plan and hold biweekly fire practices.
4. Ensure fire fighters receive necessary specialized training needed (i.e. ice rescue, airport emergency training, vehicle extrication, hazardous material emergencies).
5. Educate the public and business sector in fire fighting at home and the work place (i.e. fire extinguisher use).

D. Maintenance

1. Ensure and be responsible for fire hall, fire vehicle and equipment checks.
2. Ensure the necessary repairs and maintenance is completed on above.
3. Ensure certified equipment is re-certified when required and on time, ensuring fire fighter safety.
4. Ensure that all SCBA equipment is filled and the required maintenance is completed to protect members.
5. Ensure that snow is cleaned away from all the doors.
6. Ensure there is weed control on the grounds if and when necessary.

E. Public Education

1. Conduct fire safety education for:
 - (i) General Public
 - (ii) Pre School and Day Care
 - (iii) Melfort Elementary Schools
 - (iv) MUCC
 - (v) Seniors and disabled persons
 - (vi) Business and Industry

2. General safety information such as storms, hazardous spills, ice recreation, etc.
3. Provide encouragement and support to public organizations promoting fire safety.

F. Inspections and Fire Code Enforcement

1. Hotels and Motels
2. Care facilities (Hospital, Parkland, Nirvana, others)
3. Schools
4. Businesses
5. Residents on request
6. Issue tickets and orders for contraventions to Bylaws or Acts.
7. Enforce the National Fire Code.
8. Other inspections and enforcement as required.

G. Supervision of Emergency Scenes

1. Responsible for the management of all emergency scenes.
2. Schedule members to be on duty during weekends and holidays in order to cover emergencies in the summer months from July 1st to August long weekend.
3. Be the director of operations and regulate the conduct of all persons assisting in the suppression of a fire.
4. To investigate all fires in order to ascertain the cause, origin and other circumstances thereof.

H. Other duties as assigned by Director of Works & Utilities

1. Advise the Director as requested on other matters of fire, building safety, and bylaws as it pertains to the city.
2. Required to be trained in issuing Sask Alerts for the City of Melfort in respect to fire related issues.

I. Special Authorities of Fire Chief

1. The Fire Chief may call upon all on any person to assist in the suppression of a fire and all persons called upon shall obey the commands of the Fire Chief or Officer in Charge.
2. The Fire Chief or Officer in Charge of a fire, may prescribe the limits within which no person or vehicle shall be permitted, and shall have power to close any street or lane to the public for the duration of the fire and related operations.
3. The Fire Chief may order the pulling down or demolition of non-burning buildings or other erections when deemed necessary to prevent the spread of fire; provided that the consent of the Mayor and one Councillor shall first be obtained and provided further that explosives shall not be used for demolition purposes.
4. The Fire Chief may attend the Provincial Firefighters Association Annual Convention each year provided it has been budgeted for.
5. The Fire Chief may attend the Canadian Firefighter's Association every second year provided it has been budgeted for.

J. Qualifications

1. NFPA 1021 : Standard for Fire Fighter Professional Qualifications- Level 1.
2. NFPA 1001 : Standard for Fire Fighter Professional Qualifications -Level II.
3. NFPA 1521 : Standard for Fire Department Safety Officer Professional Qualifications.

4. NFPA 1041: Fire Service Instructor.
5. NFPA: Standard for Professional Qualifications for Fire Investigator.
6. NFPA: Fire Inspector –Level I.
7. NFPA Fire Officer II or III is preferred.
8. At least 10 years of experience.
9. Completion of various courses sponsored by the Saskatchewan Volunteer Firefighter's Association.
10. Must have good written and communications skills.
11. Must have good public relations skills.
12. Must have a detailed knowledge of equipment, training and operation of fire safety, fire fighting and fire prevention programs.
13. Requires a demonstrated skill to lead and direct activities of the Fire Department.
14. Must be in good physical condition.
15. Must be a leader, planner and organizer.
16. Must be able to manage people.
17. Must have knowledge of codes and regulations for Inspection and Enforcement purposes.
18. Should have High School Diploma or equivalent.
19. Must have training and experience in fire Investigations.
20. Must be proficient with Excel, and Word documents.
21. Must have valid First Aid and CPR certificates.
22. Must have a valid class 5 license with an air endorsement.
23. Supply a Criminal Record and a Vulnerable Sector check.