

Township of East Zorra-Tavistock

Job Description

Director of Fire & Emergency Management Services

1. Position Title:

Director of Fire and Emergency Management Services/Fire Chief

2. Date Approved:

May 2026

3. Wages/Benefits:

Grade 19

The salary range is \$84,025 - \$98,847

Includes a comprehensive benefits package and OMERS Pension Plan

4. Reporting Relationships:

a. Reports to:

i. Chief Administrative Officer (CAO)

b. Directly supervises:

i. District Chiefs (3)

c. Shared supervision with Rural Fire Services Oxford County (RFSOC):

i. RFSOC Fire Prevention Officer/Inspector

ii. RFSOC Training Officer

5. Purpose:

The Director of Fire & Emergency Services oversees fire suppression services, emergency response operations, fire prevention and public education programs, training initiatives, budget and departmental administration while ensuring compliance with applicable legislation requirements under the *Fire Protection and Prevention Act*. This position is also responsible for disaster preparedness and response.

This key leadership role requires a collaborative and community-focused professional with strong communication, organizational, and decision-making skills. The Fire Chief will work closely with municipal leadership, emergency service partners, staff, and the community to support public safety, emergency preparedness, and continuous improvement within the department.

6. Scope of Position:

- a. Work is varied and often in response to Council decisions in addition to the ongoing operations of the Township.
- b. All work is performed according to Township policy or is rooted in legislation - the incumbent is expected to organize work flow and work independent of close supervision.

7. Responsibilities:

a. Fire Department

- i. Appointed Township Fire Chief
- ii. Supervises overall administration of the Fire Department.
- iii. Authorizes the maintenance, repair and replacement of all vehicles, equipment and other property of the department with the participation of the District Chiefs or other Township staff as applicable.
- iv. Ensures compliance with the enforcement of all fire service related statutes, codes, by-laws and regulations.
- v. Drafts policies and procedures for the efficient and effective operation of the department.
- vi. Assesses department deficiencies and makes recommendations to Council for remedial measures for any that adversely affect the department's effectiveness in an emergency.
- vii. Responsible for overall Fire Prevention and Education Programs in the Township and works closely with district Fire Prevention/Education Officers to develop and implement local programs.
- viii. Responsible for overall Fire Department Training activities and works closely with the Training Officer to implement and conduct appropriate training activities. Supports the Training Officer when training sessions are held at East Zorra-Tavistock facilities.
- ix. In conjunction with the Treasurer and/or Deputy Treasurer, prepares estimates and operating budgets annually.

- x. In conjunction with the Treasurer and/or Deputy Treasurer, prepares annual five year capital forecast based on ongoing operations, predictions and forecasts, including the need for equipment, facilities and staffing.
- xi. Authorizes the purchase of all equipment, clothing, materials and services; approves accounts and monitors such expenses to ensure they remain within budget.
- xii. Performs statutory operational and advisory duties as required by Provincial legislation.
- xiii. Reviews and approves training program application for fire personnel in conjunction with District Chiefs.
- xiv. Conducts monthly meetings with District Chiefs.
- xv. Meets regularly with other lower tier Municipal Fire Chiefs as a member of the Rural Fire Service of Oxford County (RFSOC) to plan and discuss rural fire service matters.
- xvi. Initiates mutual aid calls and establishes protocol procedures within own department.
- xvii. Directs the Fire Prevention Officer/Inspector, to conduct inspections in schools, apartments, industries, commercial establishments, institutional buildings, public halls, and other buildings or structures intended for the assembly of the general public to ensure compliance with fire safety regulations.
- xviii. Directs the Fire Prevention Officer/Inspector to conduct regularly scheduled inspections of nursing homes to ensure compliance with fire safety regulations.
- xix. Directs the Fire Prevention Officer/Inspector, upon request, and in conjunction with Chief Building Official, to perform inspections of day care/nursery school facilities, wood stoves, etc. to ensure compliance with fire safety regulations.
- xx. Directs the Fire Prevention Officer/Inspector Issues to enforces fire regulation violation notices.
- xxi. Reviews commercial, industrial and institutional building plans to ensure compliance with Fire Code, and, in conjunction with both the Chief Building Official and the Fire Prevention Officer/Inspector, conducts inspections to ensure compliance prior to occupancy.
- xxii. In conjunction with the Fire Prevention Officer/Inspector and /or other agencies, performs investigations of major fires; prepares all documentation

and correspondence relating to the investigation.

- xxiii. Investigates and evaluates complaints regarding department personnel. Works with Human Resources to resolve any issues.
- xxiv. Prepares and implements a program to ensure that all buildings, where necessary, meet standards required in Part 9 (Retrofit) of the Fire Code.

b. Community Emergency Management

- i. Appointed Community Emergency Management Coordinator as required by the Emergency Management Act
 - 1. Works to develop and maintain the Township's Emergency Management Plan, including training and education
 - 2. Organize regular table top exercises to test the Plan
 - 3. Fulfills all requirement for annual compliance and files all compliance documents with Emergency Management Ontario by December 31st of each year.
 - 4. Work with the Province, County of Oxford and other municipalities as required.
 - 5. Promote community safety/72 hour readiness awareness
 - 6. Develop educational programs related to the Emergency Management Plan
 - 7. Identify community risks and hazards and incorporates into the Emergency Management Plan

c. Other

- i. Responds to inquiries of Township properties for hazards and other safety issues. Discusses matters with facility manager and provides advice and assistance as required
- ii. Works with other staff to develop and maintain a comprehensive Corporate Health & Safety Training Program for all departments
- iii. Provides safety training, WHMIS training and other workplace safety services
- iv. Other duties as assigned and consistent with the other responsibilities set out in this job description

8. Working Conditions:

- a. Nature and wide variety of duties places the position in a high public profile. The Fire Chief position has a very symbolic profile and the values and responsibilities of the position must always be upheld.
- b. Some work is subject to strict deadlines
- c. Risk of stress when responding to or dealing with the aftermath of emergency situations can be expected.
- d. Physical risks exist on construction sites and at fire scenes. Some work must be carried out in inclement weather.

9. Hours of Work:

- a. Twenty-eight (28) Hours per Week
- b. Normal hours are 8:30 a.m. to 4:30 p.m. Weekdays, with hybrid option
- c. The nature of the position is such that interruptions can be expected on evenings and weekends to respond to emergencies
- d. Attendance at occasional meetings outside of the normal working day is required (Council, Committees, Fire Department, etc.)

Working Relationships:

- a. With Township Fire Officials and Firefighters
 - Provides direction, guidance, co-ordination of Township Volunteer Firefighters and fire department officials in Hickson, Innerkip and Tavistock.
- b. With County and Neighbouring Township Fire Officials and Provincial Fire Authorities
 - Exchanges information on Fire Code Legislation and Mutual Aid programs with appropriate officials.
- c. With Chief Administrative Officer
 - Receives direction and guidance when required; discusses personnel matters and Township policies.

- d. With Mayor and Council
 - Provides policy advise on fire department operations; receives policy direction
- e. With Township Staff
 - Works in conjunction with Township Fire Officials and Administrative staff.
- f. With the Public
 - Follows up on inquiries and complaints.
 - Explains Township policies and procedures

10. Knowledge and Skills:

- a. Organizational, managerial and public relations skills.
- b. Working knowledge of Council policy, Provincial legislation and regulations that apply to the position, particularly the FPPA, the Building Code Act and the Provincial Offences Act.
- c. Minimum five years experience in a position of senior officer in a municipal Fire Department.
- d. Minimum Qualifications; (must have or be able to obtain)
 - NFPA 1001 Firefighter Level I and II, NFPA 1021 Fire Officer I and II, III and IV, NFPA 1031 Fire Inspector I, NFPA 1041 Fire Instructor I & II and NFPA 1033 Fire Investigator and NFPA 1521 Incident Safety Officer
 - Valid Class G and Class “DZ” drivers licence for the Province of Ontario, in good standing.
 - Incident Management Systems Certification and Emergency Management Certificates
 - First Aid and CPR-C certification.
 - Strong communication skills, verbally and in writing, to communicate effectively
 - Strong leadership and team-building skills, with experience engaging volunteer firefighters.
 - Proven ability to build and contribute to a healthy workplace.
 - Proficiency and experience with Microsoft Office Suite of programs (Word, Excel, etc.), FirePro software and database programs.
 - Strong understanding of municipal legislation, including the Fire Protection and Prevention Act, Ontario Fire Code, and the Emergency Management and Civil Protection Act.
 - Flexible, adaptable and responsive to change.

- Excellent planning, time-management and multi-tasking skills
- Satisfactory Police Vulnerable Sector Check

11. Formal Education:

- a. Secondary School
- b. Technical School or acceptable equivalent
- c. Job related training and development

12. Impact of Errors:

- a. Errors in judgement and conduct may result in a possible risk to public safety, possible risk of employee safety, possible lawsuit against employee and corporation and/or costly insurance claims against the corporation.
- b. At a minimum, errors would result in lost credibility and poor public relations.

13. Control:

- a. Township administrative policy administered by the Chief Administrative Officer and/or various department heads. Work is governed to a large extent by legislation, codes and technical standards.

14. Licences and Certifications

- a. Must hold both a valid Class G and DZ Ontario Drivers Licence

15. Health & Safety

- a. Works safely and in conformity with the Township Health & Safety Policies, Procedures and Guidelines. Uses protective equipment as directed. Participates in Health & Safety training and education exercises. Ensures employees under their direction work safely.