



Job Description
The Town of St. Stephen
ST. STEPHEN FIRE DEPARTMENT

Job Title:	Fire Chief
Job Type:	Full-Time, Non-Union
Reports To:	Chief Administrative Officer
Direct Reports:	Firefighters, Fire Drivers, Volunteer Firefighters

Function

Administers the overall operations of the Fire Department in accordance with the policies established by St. Stephen Town Council.

Summary

The Fire Chief is responsible for the administrative and technical work in planning, organizing and directing the firefighting and fire prevention activities and other related duties of the municipality. The Fire Chief is responsible for staff, training, budgeting, and all other administrative matters, and for the development and improvement of the Department to keep abreast of changing local conditions and technological changes in firefighting and fire prevention.

Duties and Responsibilities

- The Fire Chief shall supervise the overall administration of the Fire Department, including the supervision and discipline of staff, requisitioning of material and equipment, preparation of Departmental budget and maintenance or records.
- Direct the operation, maintenance and improvement of the Fire Dispatch System.
- Supervise and organize fire prevention, inspection and promotion.
- Direct the maintenance, repair, and replacement of firefighting equipment and property of the Department through short and long term planning.
- Direct the training of firefighting personnel in methods of firefighting and use of equipment.
- Prepare rules and regulations for the efficient operation of the Department and recommend to Council any policy considerations.
- Overall administration and operation of corporate health and safety.
- Participate in civic programs, emergency measure activities, fire prevention and safety campaigns, attend meetings and address groups.
- A broad knowledge of modern firefighting and fire prevention methods including the use of apparatus and equipment.
- A thorough knowledge of rules and regulations and by-laws governing the activities of the Fire Department.
- Considerable knowledge of building construction and related codes.

- A thorough knowledge of modern techniques and methods as applied to the administration of firefighting and fire prevention activities and related Acts.
- Ability to evaluate the effectiveness of the Department and to correlate its development with changing conditions in the municipality.
- Ability to plan, assign and direct the work of staff, both full-time and volunteer.
- Ability to maintain harmonious relationships with municipal officials and the general public.
- Ability to provide leadership and make sound decisions in directing the operations of firefighters and equipment under emergency condition.
- Ability to prepare reports and carry out long-range plans and programs.
- Above average mechanical aptitude and skill in the operation and maintenance of firefighting and rescue equipment.
- To act as a Relief Fire Driver, from time to time, as required.

Desirable Training and Experience

Graduation from a high school is required. Graduation from a post-secondary school or any equivalent combination of experience and training is an asset. Previous experience as a chief officer with courses in senior management related to the fire service is required.

Certification and Approval

Employee and Supervisor Certification

<p>I certify that I have read and understand the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Employee signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to the position.</p> <p>_____</p> <p>Supervisor's Signature</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
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Approved By:	
Date Approved:	
Updated:	