

JOB DESCRIPTION

DEPUTY FIRE CHIEF /FIRE PREVENTION OFFICER

REPORTS TO: Fire Chief

SUBORDINATE POSITIONS: District Fire Chiefs
Captains
Training Officers
Firefighters

SUMMARY OF FUNCTION:

Assumes the duties of the Fire Chief in his absence and enforces fire service legislation such as the Ontario Fire Code, the Fire Protection and Prevention Act, the Ontario Building Code and the Gasoline Handling Act. Under the direction of the Fire Chief is in charge of firefighting and training in a supervisory role. Maintains discipline within the Fire Department.

TASKS:

1. Conducts task comprehensive Fire Prevention inspections of all building classifications and occupancy types and enforces Fire Prevention By-Laws and Standards. Reports all findings and makes recommendations to improve building and occupancy fire safety.
2. Assists with the development and implementation of training programs under the direction of the Fire Chief.
3. Maintains regular/monthly fire loss statistics, receiving, processing and follow up of inspection reports.
4. Prepares a monthly report and an annual budget for the Fire Prevention Division.
5. Assists with fire fighting activities at emergency scenes when required.
6. Assists with investigations determining the cause of the fire when required.
7. Acts as an Assistant to the Fire Marshal under the provisions of the Fire Protection and Prevention Act.
8. Conducts Fire Evacuation Drills in accordance with the Ontario Fire Code on all schools and other facilities as deemed necessary.
9. Coordinates the Departments Fire Prevention Program to include Fire Safety Presentations, Fire Extinguisher training and Fire Prevention Week activities.
10. Assists with the performance appraisal system of hall and volunteer operations, and recommends personnel for promotion.
11. Assumes the statutory duties of the Fire Chief in his absence.
12. Performs other related duties as may be assigned.

SKILLS:

- Job requires excellent leadership, management and organizational skills.
- Demonstrated ability to supervise Volunteer Firefighters and maintain discipline.
- Advanced working knowledge of fire protection and prevention methods, rescue procedures and safety procedures.
- Knowledge of the Ontario Building Code, building construction and hydraulics as they apply to the Ontario Fire and Building Codes
- Training in fire suppression and auto extrication techniques and fire technology courses from the Ontario Fire College.
- Knowledge of the Fire Protection and Prevention Act, Occupational Health and Safety Act and other related schedules.
- Possess computer operating and keyboarding skills for word processing and spreadsheet functions.

EFFORT:

- Job requires physical exertion (e.g. lifting and maneuvers consistent with fire fighting activities)
- Job requires attention to detail and mental concentration.
- Job requires mental alertness to ensure safety of others.
- Job will involve pressures related to dealing with emergency situations

WORKING CONDITIONS:

- Normal workweek - 35 hours.
- Normal working environment (Fire Station), which contains the usual risks and discomforts.
- Special safety precautions are necessary when dealing with emergency calls.
- Required to attend evening meetings and other meetings as assigned

Prepared: August 2008

Revised: