
TOWN OF BLIND RIVER

JOB DESCRIPTION

JOB TITLE: Director of Protective Services **REVISED:** May 2023

DEPARTMENT: Protective Services

REPORTS TO: Chief Administrative Officer

MAIN PURPOSE:

Responsible for effective management and operation of fire prevention, suppression services and related fire and emergency programs. Fulfills the role of Community Emergency Management Coordinator and coordinates emergency management, fire services and by-law services with other emergency service agencies and municipal departments in accordance with corporate policies and procedures, the *Ontario Fire Protection and Prevention Act*, and other applicable legislation. Oversees administration of Town By-Law enforcement activities and By-Law amendments.

KEY RESPONSIBILITIES:

1. Develops, recommends and implements short and long-term plans for the department which support Council's strategic directions and policies.
2. Develops, implements, and monitors departmental measures to assess quality and effectiveness of services and communicates results.
3. Develops, recommends, implements and monitors the department's budget including:
 - taking corrective action as required;
 - oversee procurement processes including preparation of specifications for tendering and proposals, analysis of submissions, selection, etc.
 - contract and agreement administration and management including external consultants, contractors, and special projects as needed.
4. Develops, recommends, and implements an Emergency Plan and Mutual Aid Fire System; act as Emergency Measures Coordinator
5. Manages the maintenance of equipment, vehicles, and facilities to ensure availability; develops a long-term plan for equipment and facility replacement, upgrading, and refurbishing.
6. Maintain an Asset Management Plan for the Protective Services Department.
7. Establishes systems to efficiently and effectively manage all planning applications and approvals, building permits, including coordination with external planning service providers.
8. Ensures that the Town is in compliance with all applicable legislation, by-laws, and approved standards.

9. Plans, coordinates, and directs firefighting, fire prevention, land-based rescue, and life and property saving activities as per Council policy.
 - Acts as Incident Commander at major emergency scenes
 - Conducts investigations as to the cause and origin of fires and may request the assistance of the Ontario Fire Marshal.
 - Responds to variety of fire related questions such as insurance investigation and legal claims.
10. Develops, recommends, and implements fire prevention and safety information programs, inspection procedures and protocols, and maintains adherence to all applicable and relevant legislation including the *Fire Protection and Prevention Act*, *Fire Marshal's Act*, *Ontario Fire Protection and Prevention Act*, *Fire Department Act*, *Gasoline Handling Act*, and fire safety by-laws.
11. Provides fire-related expertise and comments on site plans, re-zonings, subdivision agreements and new buildings.
12. Issues compliance orders and prepares and delivers notices to occupants for non-conformity; liaises with legal services if in non-compliance, prepare materials for and attends courts as needed.
13. Completes and administers Property Standards By-Law inspections in conjunction with the Chief Building Official.
14. Act as Health & Safety Coordinator providing appropriate training for all Town staff including certification, first aid and WHIMIS; attends all Health & Safety Committee, Fire and Protection Committee, and Council Meetings, as required; maintains files for all safety committee meetings and related correspondence
15. Oversees animal control including capturing and impounding dangerous and stray animals for the protection of the public, enforcing licensing laws and regulations, investigate incidents of animal cruelty and issue citations.
16. Performs other duties as directed by the CAO.

QUALIFICATIONS AND REQUIRED EXPERIENCE:

- Secondary School Graduate Diploma or equivalent (Grade 12).
- Post-secondary education in public/business administration as well as fire service administration and management, including fire prevention and investigation training.
- Ontario Fire College NFPA Accreditation.
- Minimum 10 years progressive experience in a fire setting (5 years as an Officer).
- Proven leadership skills and training.
- Sound knowledge of *Ontario Fire Code* and *Ontario Building Code*.
- Excellent oral, written communications, and interpersonal skills with proven ability to command firefighters and make sound decision in stressful situations.
- Valid Ontario Class DZ driver's license.

- Experience in preparation and administration of budget and financial management.
- Valid and satisfactory Police Records Check.

WORKING RELATIONSHIPS:

Internal: Other departmental and municipal staff, Public Services Committee and Council.

External: Liaison with other municipalities, Provincial ministries, departments, and agencies, various contractors including sewage & water treatment system and landfill site operators, Office of the Fire Marshall, and the Ontario and Canadian Associations of Fire Chiefs.

Suppliers of services and equipment.

WORKING CONDITIONS:

- Inside and outside work in all weather and seasons.
- Required to work 35 hours per week.
- Overtime, weekend, and emergency on-call work may be required.
- After hours meeting attendance required.
- Travel may be required.

AUTHORITIES:

- Makes decisions within the context of purchasing techniques and practices, utilizing procedures adopted by Council.
- Provides financial guidance on specific issues within areas of expertise.
- Issues tenders in accordance with Municipal procedures and guidelines.
- Approves expenditures within budgetary limits approved by Council and in consultation with the Treasurer.

Effective Date: March 12, 2019

Updated: May 2023