



Village of Salisbury

Position Profile

DEPARTMENT: Fire Department

POSITION: Volunteer Fire Chief

REPORTS TO: Salisbury Village Council, through the Protective Services Liaison

Summary

The Fire Chief is responsible for the management and direction of Salisbury Fire Rescue, a department of the Village of Salisbury. The Fire Chief will be a motivator to improve the skills and capabilities of all members and will exhibit excellent interpersonal skills in dealing with the public, members of the department and Village Council. The Fire Chief shall also adhere to any provincial or federal regulations that are applicable for the operation of an efficient Fire Department.

Main Duties (not limited to)

- Recruitment and orientation of volunteer firefighters.
- Ensure the facilitation of training of volunteer firefighters.
- Ensure that all human resources policies of the Village of Salisbury and relative provincial policies are adhered to.
- Ensure that all firefighting apparatus, equipment, and facilities are in proper operating condition.
- Make recommendations for the repair/replacement of any equipment when necessary.
- Take command at emergency scenes as required or ensure that proper incident command is in place.
- Ensure that an adequate record of all emergency incidents is maintained and submitted in the FIRS program, and highlights contained within a monthly report to Council, directed through the Village Administrator/Clerk.
- Responsible for the activities of Salisbury Fire Rescue and will act as the Incident Commander at any emergency scenes unless he/she appoints a designated subordinate.
- Develop standard operating guidelines and procedures, general orders, and rules as are necessary to ensure appropriate fire protection of the community, and safe operation of all firefighting personnel.
- Periodically review all policies, guidelines and rules and may establish an advisory committee to facilitate this process.
- Manage the operating budget for Salisbury Fire Rescue and advise Council regarding any pertinent issues relative to the operation of the Department.
- The Fire Chief will attend Council Meetings when requested, or whenever he/she deems it necessary.
- The Fire Chief may reprimand, suspend, or recommend dismissal of any member of Salisbury Fire Rescue for cause. Dismissal for cause, may be subject to review by Village Council.

- The Fire Chief may liaise with other agencies such as the neighbouring fire departments, RCMP, Ambulance New Brunswick, 911 Dispatch, Local Service District Local Service Manager to ensure that an efficient level of cooperation exists with all agencies.
- The Fire Chief, or a designate, shall be active in the Southern Valley Mutual Aid Association, Southeast Firefighters Association, and the New Brunswick Association of Fire Chiefs.
- The Fire Chief shall motivate and encourage all firefighters to acquire, enhance and improve their firefighting and rescue skills as time and budget will allow.

Education, Experience, Skills & Abilities
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- Must have a solid knowledge base of firefighting operations and fire ground command operations. This will include NFPA 1001 Firefighting Courses.
- Must have a minimum of 5 years supervisory experience within a Fire Department.
- Should have or acquire Incident Command Systems training such as ICS 100, 200, 300.
- Will avail him/herself of Leadership programs such as Dalhousie University Fire Service Leadership programs such as Dalhousie University Fire Service Leadership programs or other related programs.
- Have good knowledge of computer programs, including microsoft word, excel, power point and any other related software.
- Have experience in human resources, including the recruitment, managing, disciplining of personnel.
- Experience in presentation skills to staff, senior managers and the general public including public speaking, public relations and excellent communication skills (oral & written).
- The Fire Chief shall have and maintain a valid driver's license to operate all vehicles associated with Salisbury Fire Recue.
- The Fire Chief shall submit to an RCMP Vulnerable Sector background check and successfully complete same as part of his/her position requirement.
- The Fire Chief must reside within the response area of Salisbury Fire Rescue.
- The Fire Chief will be expected to maintain good physical and mental health and be subject to a medical examination at the request of Village Council.
- The Fire Chief shall act as Scene Commander at an emergency scene related to the enactment of a State of Emergency under the Village of Salisbury EMO Plan.

Personal Attributes

The Fire chief shall demonstrate the following personal attributes including:

- Maintain standards of good conduct
- Be respectful
- Be flexible
- Demonstrate sound work ethics that provide a balance with personal and family life.
- Be consistent and fair
- Exhibit leadership

**** SUBJECT TO CHANGE ****