



# Township of Blandford-Blenheim

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Drumbo, Ontario. N0J 1G0

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## JOB DESCRIPTION

<b>POSITION:</b>	<b>DIRECTOR OF PROTECTIVE SERVICES</b>
<b>DEPARTMENT:</b>	<b>PROTECTIVE SERVICES</b>
<b>EMPLOYMENT TERM:</b>	<b>REGULAR FULL TIME</b>
<b>REPORTS TO:</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>
<b>COMPENSATION GRID:</b>	<b>LEVEL 10</b>
<b>SHIFT WORK REQUIRED:</b>	<b>NO</b>

### POSITION SUMMARY:

The Director of Protective Services is responsible for fulfilling the roles and duties of the Fire Chief, oversees By-law Enforcement and is the Alternate Community Emergency Management Coordinator.

#### Fire Chief

Performs the statutory duties of the Fire Chief. The Director has responsible charge for the overall operation of the Protective Services Department including firefighting, fire prevention, hazardous materials incidents, auto extrication incidents, rescue, all life and property saving function with which the Department may be involved, purchasing, maintenance and budgeting. The Director's work is administrative and supervisory oriented and this position will be a member of the municipal management team.

#### By-Law Enforcement

Responds to inquiries and investigates complaints of alleged violations to regulatory and licensing by-laws received from members of the Public, Township Council and other departments. The Director oversees the enforcement of by-laws using the procedure established by the Township, as amended from time to time.

#### Alternate Community Emergency Management Coordinator

Performs the statutory duties of the Alternate Community Emergency Management Coordinator. The Director shall assist and manage the CEMC to ensure that the Township is in compliance with the legislation and, in the event of an emergency in the Township, ensures that the Township is prepared to deal with such an event in a manner that is appropriate for the circumstances.

### PRINCIPLE RESPONSIBILITIES:

### Fire Chief

- Provides advice and direction to Township Council on fire protection and prevention /education requirements.
- Management of levels of service, budgets and safety issues of the fire department.
- Management of communication and fire dispatching services.
- Plans, co-ordinates and directs the firefighting, fire prevention, rescue and life and property saving functions.
- Reports to and assumes command at major incidents.
- Supervises the training programs and assists in the development of these programs.
- Purchases all major equipment and ensures the maintenance of same in accordance with the Township's purchasing policy.
- Provides input into Provincial fire legislation, Municipal By-laws and standards which affect the delivery of fire protection.
- Attends conferences and seminars to keep abreast of changes in equipment and methods of operation to ensure that the department will maintain, and where possible, improve the level of service in the Township.
- Confers with the CAO / Clerk to ensure that the activities of the Department are consistent with the goals and objectives of the Township, as established by Council.
- Meets regularly with the Deputy Chiefs and other officers to ensure that they are following the procedures and goals of the Department.
- Supervises the performance appraisal program and conducts regular appraisals of those under his direct supervision.
- Recommends to the CAO / Clerk the hiring of personnel as required to maintain the manning level as established by Council.
- Drafts operating and capital budgets for review by the Treasurer, CAO/Clerk, and Council.

### By-law Enforcement Officer

- Maintains records of all investigations including a By-law Occurrence Report, any photographs taken, and copies of registered letters sent and dates of the inspections.
- Prepares reports as required, assists in the preparation of new By-laws and public notices educating the public of the existence, content and intent of By-laws and the Township's policy on enforcement.
- Works continually with the public, has contact with the Township solicitor, the Ontario Provincial Police and other municipal departments and Court offices.
- Is sworn in as a Peace Officer and Provincial Offences Officer under the Provincial Offences Act.
- Responds to inquiries, investigates complaints and enforces the Township's By-laws as part of that role.
- Performs legal property compliance inspections.

### Alternate Community Emergency Management Coordinator

- Responds as member of the Municipal Emergency Control Group on behalf of Fire Department
- Assist the CEMC with the development of the Community Emergency Plan, provides advice and guidance and assist with the implementation and oversee regular training and exercises in order to ensure compliance with the Emergency Management and Civil Protection Act.
- Assist the CEMC to develop and maintain a good working knowledge of the operations of the Township and the role of other levels of government so as to be able to provide factual information or refer individuals to the appropriate source.
- Through the appropriate channels, provides public education regarding risks to public safety and public preparedness for emergencies when required.

- Provides advice and guidance to the CEMC, elected and appointed personnel and other persons regarding their role and ensures the plan is operational through the provision of regular training programs and exercises which highlight the procedures to be followed in emergency response and recovery activities.
- Compiles with the assistance of the CEMC and presents an annual operating budget that makes provision for updating and carrying out regular exercises of the plan and monitors expenditures under this budget.

**SUPERVISION RECEIVED**

Works under the general supervision of the CAO/Clerk.

**SUPERVISION EXERCISED**

Fire Chief

Provides direct and supervision through subordinate officers of the fire department as specified in the Fire Department Establishing and Regulating By-Law to sixty-five (65) Firefighters, including four (4) Deputy Chiefs, seven (7) Captains and fifty-four (54) Firefighters

By-law Enforcement

Provides guidance to the part-time Administrative Assistant and contract By-Law Enforcement Officer.

Alternate Community Emergency Management Coordinator

Provides guidance to the CEMC and elected and appointed personnel and other persons regarding their role in the implementation of the Emergency Plan. The Director will also assume the CEMC role in his/her absence.

**SKILLS/COMPETENCIES/EXPERIENCE DESIRED**

General

- Capacity to operate or quickly learn relevant computer software
- Demonstrated ability to be a team player and coach, who is able to establish effective working relationships with Council, employees and the general public
- At least four years of relevant experience preferably in a government/institutional setting

Fire Chief

- Advanced knowledge of modern firefighting and fire prevention methods.
- Advanced knowledge of the Township and surrounding areas protected.
- Advanced knowledge of the types of buildings and structures in the Township.
- Advanced knowledge of rescue and first aid procedures.
- Advanced knowledge of safety procedures, rules and equipment.
- Demonstrated ability to supervise firefighters, maintain discipline, have sound judgment, be resourceful and in good physical condition.

By-Law Enforcement

- Experience in a law or security field.
- Experience as an enforcement officer in a municipal setting or other government agency.

- Understanding of the Ontario Court system, including documentation and procedures, rules of evidence and giving evidence in Court.

Alternate Community Emergency Management Coordinator

- Working knowledge of legislation, regulations, policies and procedures that impact municipal government operations and in particular, the Emergency Management and Civil Protection Act.

**COMPENSATION**

- Township compensation grid level 10
- 35-hour work week.
- Benefits in accordance with Township policies
- Probationary period – 1 year of active employment