

# JOB DESCRIPTION

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**POSITION TITLE:** Commander – Fire/Rescue

**REPORTS TO:** Deputy Chief - Operations

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## **SUMMARY:**

The commander of fire/rescue is responsible for managing the fire/rescue division including directing the activity of fire/rescue personnel, overseeing operations, and supporting the EMS division operations. The commander is also responsible to oversee the maintenance of all fleet operations to ensure that the equipment is maintained to appropriate standards including ongoing maintenance and repairs as necessary.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and oversees Fire/Rescue operations
- Establishes schedules, assigns personnel, ensures proper allocation of resources
- Approves staffing
- Works with the EMS division to ensure appropriate staffing is assigned
- Plans fire/rescue strategies required for the events
- Ensures fire/rescue policies are adhered to
- Inspects vehicles on a regular basis
- Maintains vehicles on a regular basis per protocol
- Takes immediate corrective actions for any equipment or fleet failure including coordinating repairs externally
- Inspects fire/rescue equipment on a regular basis
- Maintains appropriate records related to fire/rescue activities
- Attends official functions as required
- Assists management team as required in the recruitment of staff
- Provides direct supervision of crews during shifts
- Works with, and coordinates with the commander of EMS to ensure cross delivery of shifts.
- Other duties as assigned.

## **QUALIFICATIONS/REQUIREMENTS:**

- 2-3 Years management experience an asset in fire rescue
- Valid Emergency Medical Responder Certification
- Valid CPR level C for HCP
- Class G driver's license with less than 7 demerit points or prohibition from driving under the criminal code. (Class DZ preferred)



**EMS OPERATIONS DIVISION**

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- Experience as a volunteer firefighter or professional firefighter in the province of Ontario
- Active member of a volunteer or professional fire department in the province of Ontario

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**Date of Approval:** March 6, 2017

**Date to be Reviewed:** March 7, 2019

**Authority:** Chief

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