

**RURAL MUNICIPALITY OF PINEY
JOB DESCRIPTION**

Municipal Fire Chief

POSITION SUMMARY: The Fire Chief is responsible to the Municipality for the proper administration and operation of the Fire Departments as outlined in the proceeding details. The Fire Chief will oversee all of the R.M. of Piney Fire Departments. The Fire Chief will exercise the powers and duties imposed on him by the Municipality.

Reports to: As per Organizational Chart

DUTIES:

- 1. Responsibilities**
 - a. Per Schedule "A" here attached

- 2. Other Related Duties**
 - a. Other related duties as assigned by Council or Chief Administrative Officer

SPECIFICATIONS

Education, Knowledge and Experience

- 5 years experience as a Fire Fighter or equivalent
- Proven experience in emergency management
- Strong managerial skills
- ICS100 or equivalent
- Class 4r or better driver's License
- Ability to work collaboratively with volunteers

Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow fire fighters.

Spending Authority

All billings in regards to the fire trucks maintenance and operating expenses, e.g. gas, oil, etc. shall be charged to The Rural Municipality of Piney and signed by the designated fire person. The make of the truck shall be marked on the bill. Any type of expenditures beyond the maintenance cost will require approval as follows:

- a) Up to \$1,000.00, the MFC can approve;

Comprehension, Judgment and Confidentiality

The incumbent must possess an understanding of and work within the policies of the Municipality. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position and will keep all proceedings in the Departments in confidence. Confidentiality is paramount; no information ascertained be discussed outside of the Department except for work purposes.

Working Conditions

6 Month Probation or as Deemed by PSC
Term-Casual Position

Remuneration:

Remuneration as per Policy.

DRAFT: February 2022
Adopted: March 8th, 2022