

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Fire Services &amp; EMO Coordinator</b>
<b>Salary Band:</b>	Specialists Salary Band
<b>Department:</b>	Administration
<b>Reports to:</b>	CAO
<b>Status:</b>	Permanent Fulltime
<b>Location:</b>	Administration Centre, 2447 Hwy 3, Barrington, NS
<b>Hours:</b>	Normally 8:30 a.m. to 4:30 p.m. (35 hours/ week) with other hours for meetings outside of normal office hours, subject to change.
<b>Date:</b>	January 2019

### SCOPE

The Fire Services & EMO Coordinator shall develop and coordinate the fire services of the Municipality for the benefit of the entire Municipality and be responsible for the preparation and coordination of emergency measures plans. The Fire Services & EMO Coordinator shall prescribe the necessary duties to be fulfilled by employees, servants and agents of the municipalities following the declaration of a state of local emergency, performs such duties as may be required by the joint emergency measures committee, by the Chief Administrative Officer or as provided in the emergency measures by-law, agreement and plans and shall be the Municipality's primary source of information and advice for all aspects of fire services.

### QUALIFICATIONS

- Experience working in fire department administration and organization;
- 5-10 years of experience in a fire service and/or teaching fire training;
- Experience relevant to emergency measures planning & operations;
- Knowledge of federal, provincial, and municipal firefighting standards and regulations;
- Certification to, or ability to obtain, within reasonable time:
  - NFPA 1001 – Standard Firefighting Professional Designation;
  - NFPA 1041 -- Standard Fire Service Instructor Designation;
  - NFPA 1035 – Standard Public Fire & Life Safety Educator.
- Incident Command System Training;
- Basic Emergency Management Course;
- Basic proficiency and experience with Microsoft Word, Excel, Outlook and PowerPoint.

## SUMMARY OF FUNCTIONS

### **Principle Duties and Responsibilities:**

The Fire Services & EMO Coordinator shall work in consultation and cooperation with the Barrington Municipal Fire Services Advisory Committee and the Joint Emergency Management Organization. The following is a general outline of the duties and responsibilities. The listing is not intended to be all inclusive or to limit initiative to expand his/her function beyond this scope nor is it intended to limit the CAO's right to assign other duties.

### Fire Services Coordination Functions

1. Provides firefighter training to NFPA standards both directly and through others during evenings and weekends.
2. Prepares a budget for Barrington Municipal Fire Services in consultation with the Advisory Committee.
3. Chairs the Fire Services Advisory Committee.
4. Presents fire services concerns and cost control measures to Council.
5. Establishes a replacement program for fire services equipment, vehicles, and facilities.
6. Coordinates inspections and testing on vehicles, breathing air compressors, self-contained breathing apparatuses, and other equipment.
7. Provides Council with a quarterly report on the quality of the fire service.
8. Attends meetings of Shelburne County Mutual Aid, NSFSA, Fire Department Information Conference, Maritime Fire Chiefs Association, N.S. Fire School.
9. Receives call out sheets from dispatch to be used to complete reports.
10. Is aware of calls coming into departments and to assist the Chief in major calls involving more than one department.

### EMO Coordination Functions

11. Chairs the emergency management planning committee meetings.
12. Maintains and coordinates records of all the proceedings of the joint emergency management organization.

13. Maintains and updates emergency management plans and conducts at least one exercise annually.
14. Following the declaration of a state of local emergency, prescribes the necessary duties to be fulfilled by employees, servants and agents of the municipalities.
15. Proactively plans and prepares for predictable emergency events (hurricanes, floods), ensuring the Emergency Operations Center members are contacted and briefed in accordance with our Emergency Plan.
16. Actively assesses and develops hazard analysis and develops mitigation strategies on behalf of the EMO.
17. Works collaboratively with EMO Nova Scotia ensuring the EMO committee and Council are made aware of areas of risk; communicates significant events and training opportunities with the committee.
18. In consultation with the Chief Administrative Officer, prepares and submits the annual operating plan and operating and capital budgets to the joint emergency management planning committee for review and recommendation to the Councils for approval.
19. Delivers emergency management programs, projects, services or activities identified in the annual operating plan, subject to Chief Administrative Officer's direction or concurrence on objectives or courses of action, but with latitude in implementation.
20. Identifies the requirement for change, develop and implement new procedures consistent with organizational policies and direction.
21. Periodically reviews by-laws, plans, agreements, programs, services and activities and submit observations and recommendations through the Chief Administrative Officer to the joint emergency management planning committee.
22. Works collaboratively with our regional EMO partners in Shelburne and Yarmouth counties to identify shared emergency planning opportunities and to assess shared hazards for effective mitigation and proper preparedness.
23. Organize and develop Memorandums of Understanding with appropriate organizations, such as the local school boards and nursing homes as required for the emergency plan.
24. Maintain the Emergency Operations Center, making recommendations to the Chief Administrative Officer for needed improvements, and ensuring the EOC members are properly trained, and understand their roles in an emergency.
25. Perform such other duties of the coordinator as prescribed by by-law, plans, policies or an enactment, or as directed by the Chief Administrative Officer.

Miscellaneous

26. Carry out any and all duties and responsibilities that the CAO shall see fit to direct or that shall arise from time to time.
27. Perform monthly safety inspections of all municipal properties.