

**CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS
BY-LAW #31-2008**

Being a by-law to appoint a Deputy Fire Chief for the Township of Killaloe, Hagarty and Richards.

WHEREAS the Municipal Act, S.O., 2001, S. 227 c.25 contains provisions for the role of the officers and employees of the municipality;

NOW THEREFORE the Corporation of the Township of Killaloe, Hagarty and Richards enacts as follows:

1. That Gerald Dombroski is hereby appointed Deputy Fire Chief for the Township of Killaloe, Hagarty and Richards.
2. That the duties and responsibilities of this position shall be contained in the job description attached as Schedule 1, and forming part of this by-law.
3. That this by-law shall come into force and take effect upon final reading thereof.
4. That this by-law replaces By-Law #06-2000.

Read a first and second time this 20th day of May, 2008.

Read a third time and finally passed this 20th day of May, 2008.

Mayor

CAO/Clerk-Treasurer

Schedule 1 to By-Law #31-2008

Position Title: Deputy Fire Chief(Volunteer)

Work Relationship: Supervisor - Fire Chief.

Purpose of Position:

In the absence of the Fire Chief, has all powers and shall perform all the duties of the Fire Chief.

Major Responsibilities:

Program Service:

- Under the supervision of the Fire Chief, assists in co-ordinating and directing the overall activities of the Fire Department, and for the condition and efficiency of the fire fighting equipment.
- Relieves the Fire Chief in his absence and is able to perform the program/service responsibilities of the Chief.

Human Resources:

- In the absence of the Fire chief, directly supervises the Fire Captains and indirectly supervises the fire fighters.
- Assists the Fire Chief in the evaluation of the performance of the members of the Fire Department.

Financial Resources:

- Assists the Fire Chief in the preparation of the annual Fire Department budget estimates and assists in administering the annual budget.

Material Resources:

- Under the general direction of the Fire Chief, ensures the safe operation and management of the Fire Halls and large equipment (fire fighting vehicles), portable pumps, fire hoses and nozzles, fire fighter safety clothing and personal protective gear, and other equipment associated with fire fighting

Skill and Effort:

Knowledge:

- Good understanding and ability to interpret and apply policies and procedures, acts, codes, and by-laws pertaining to the Fire Department function.
- Thorough knowledge of modern fire fighting and fire prevention methods.
- Good knowledge of the geography of the fire prevention methods.

Physical Skill and Effort:

- good physical condition
- ability to react quickly and remain calm under duress and strain

Decision Making and Judgement:

- work is performed under the direction of the Fire Chief
- must be resourceful and use good judgement in emergencies

Judgement is exercised in:

- inspecting equipment and personnel, training, fire fighting and prevention to ensure that acceptable standards of quality and quantity are being met

Interpersonal Skills/Contacts:

- strong interpersonal skills to relate with members of the public, the department and other fire departments

Internal:

- interacts with Fire Chief and other members of the Fire Department

External:

- interacts with general public, other fire departments and representatives from the Fire Marshal's office

Working Conditions:

Environment:

- work is subject to severe physical hazards and demands, involves exposure to risk of personal injury or loss of life

Control Over Work Schedule:

- volunteer fire department, no regular work schedules except on occasion for routine training and practice. Work is performed on demand, which may cause interference with personal life and lifestyle.