



BAY ROBERTS

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Town of Bay Roberts

Job Description Director of Protective Services

Status and Reporting Protocol:

This is a full time permanent non-bargaining unit position that reports directly to the Town CAO.

Qualifications:

The candidate must have knowledge and experience in all aspects of emergency management/fire department management along with knowledge training and/or experience in occupational health and safety.

Must have a Class 5 driver's license endorsement and must maintain a clean driver's abstract and be able to produce and maintain a Certificate of Conduct.

Certification or eligibility for certification in the following areas of fire protection/emergency management is deemed appropriate:

- Firefighter Level 2 NFPA 1001 certification
- Fire Officer 1
- Fire Apparatus Driver/Operator
- NFPA 472 Hazardous Materials Designation
- Fire and Emergency Services Instructor
- Emergency Operations Centre
- Incident Command

Certification and training in an appropriate health and safety program of studies is also required, or candidates must be working towards completing such designation. Specific skills, knowledge, and experience in the areas of health and safety are a definite asset. Preference will be given to candidate with the most suitable combination of academic qualifications and practical experience in fire protection and the health and safety field.

Rationale:

This job description is intended to outline the duties, roles, and responsibilities of this position. It is not meant to be limiting or all inclusive. As with all employees, from time to time there may be a need to assist in carrying out other reasonable and related duties and responsibilities, as directed by the CAO or Council, and to respond to other pressing needs or emergencies as might arise from time to time.

Primary Areas of Responsibility:

The primary functions of the Director of Protective Services are split into three distinct functions; Emergency Management, Safe Work Standards and Protocols for Employees and Enforcement of Municipal Regulations.

Emergency Management encompasses the maintenance and operation of the Town of Bay Roberts Emergency Response Plan as well as the overall administrative functions of the Town of Bay Roberts Fire Department.

Safe Work Standards and Protocols for employees, encompasses the duties of being an Occupational Health and Safety Officer for the Town of Bay Roberts and maintaining the Town of Bay Roberts Occupational Health and Safety Program and its compliance.

In addition, there are responsibilities related to the preparation, revision and enforcement of the Town’s Municipal Regulations; ensuring compliance in the community on a proactive basis.

Scope of Work:

1. Emergency Services
 - Bay Robert Emergency Plan
 - Bay Roberts Fire Department
2. Safe Work Standards and Protocols for Employees
3. Enforcement of Municipal Regulations
4. Miscellaneous Duties

Duties and Responsibilities:

1. EMERGENCY SERVICES:

Bay Roberts Emergency Response Plan

- Is responsible for the overall coordination, development, communication, and implementation of the Town’s Emergency Response Plan
- Ensures that fire fighters, other emergency responders and other partners are aware of the expectations and important roles they play in the event the plan needs to be implemented
- Develops, updates, and communicates the Town’s Emergency Response Plan and evacuations and coordinates periodic drills and exercises as part of the emergency response and preparedness plan

- Maintains excellent communications with various other emergency first responders and various neighbouring fire fighting personnel to ensure there is an appropriate level of back up support available to give and receive support as required

Bay Roberts Fire Department

- Is responsible for the overall coordination and administration of the Bay Roberts Fire Department and associated functions in close consultation with the Fire Chief (the Fire Chief remains in operational control of the Fire Department and volunteer members)
- Puts forth recommendations to Council for financial support of programs designed to enhance learning and increase the professional designation of fire fighters – especially programs which enable a “train the trainer” component so information and training can be taught and shared among other members of the department
- Ensures proper fire prevention programs which focus on fire safety and prevention initiatives are available and implemented in various jurisdictions throughout the town, but with a particular emphasis on public facilities such as schools, hotels, day cares, seniors homes, personal care homes, apartment buildings and other public gathering places where large numbers of people assemble
- Works with building owners and business operators to help ensure that proper fire safety standards are complied with and that Fire and Life Safety Codes are strictly enforced at all times
- Develops an annual budget for fire protection services which details the department’s annual plans for fire protection, fire prevention and training
- Work in conjunction with the Fire Chief to determine the capital needs of the fire department, including the need for new trucks, facilities maintenance, fire fighting equipment, replacement of apparatus or other capital needs
- Provides an annual report on the status of the Town’s fire department and generally highlights the strengths and identified needs
- Carries out annual inspections of buildings and facilities that require inspection and works to ensure that municipal buildings and facilities, and other public buildings, businesses, and facilities are inspected on a regular basis and that letters of deficiency are issued as appropriate
- Follows up on inspections to ensure compliance where deficiencies have been noted

- Carries out research and provides an ongoing assessment of the organizational structure of the Town's fire services and puts forth recommendations as to how fire protection services can be better structured or organized
- Is responsible for ensuring that all monies approved and allocated are accounted for and provides proper documentation in keeping with the Town's accounting and accountability standards
- Provides commentary on life safety and fire standards for all new developments referred for commentary by the Panning Committee and ensures that builders and developers are aware of their expectations pertaining to life and fire safety codes
- Inspects newly constructed or renovated (re-developed) commercial buildings and ensures compliance with plans and life safety requirements
- Carries out all other reasonable and related responsibilities to ensure the success of the Town's fire protection services and to coordinate efforts aimed at increasing the level of preparedness of the Town's emergency operations

2. SAFE WORK STANDARDS AND PROTOCOLS FOR EMPLOYEES:

- Develops and maintains an Occupational Health and Safety (OHS) program for all employees of the Town to ensure compliance with provincial health and safety standards and practices
- Develops, implements and maintains an appropriate management information and reporting system to retain information and data relating to all aspects of occupational health and safety
- Advises the foreperson and other staff of harmful practices and assists in the implementation of corrective measures to improve worker safety and reduce workplace hazards
- Observes, audits, and inspects the workplace for compliance with health and safety compliance and provides ongoing monitoring to ensure adequate controls and practices are maintained in the workplace
- Recommends the appropriate provision and use of equipment, clothing, and other safety considerations on the job site and helps ensure appropriate procedures for safety are carried out at all times
- Acts in an advisory capacity to all OHS committees in place in the Town and provides technical advice and direction to individuals and groups relating to health and safety requirements

- Briefs contracted services personnel and user groups on OHS protocols and procedures in place in the Town, and facilitates a Contractor Safety Program to help ensure that appropriate standards are applied by all sub-contractors and their employees
- Ensures that all municipal facilities and work places are inspected and are free of hazards and makes recommendations for improvements (both short term and long term) to increase the safety of the work environment and help protect the health and well being of workers and users
- Reviews and evaluates worker concerns relating to hazards or risks in the workplace and reports to the CAO and Council on ways and means to mitigate such risk or otherwise respond to the legitimacy of such claims by workers
- Assists in the assessment and investigation of workplace injuries or claims and reports on appropriate means to help remediate the work site and reduce the level of risk to employees
- Helps ensure that workers are familiar with health and safety standards and practices, as well as the reporting protocols in the case of injury, accidents or near misses in the workplace and that these standards are applied consistently by all workers at all times
- Is the Town's liaison with other municipal and provincial authorities and regulatory bodies relating to Health and Safety and communicates changes in procedures and expectations on an ongoing basis
- Reports on all matters or concerns relating to Health and Safety directly to the CAO for follow up and referral to Council as may be required
- Is a member of the Workplace Health and Safety committee and ensures that the committee meets as required and provides professional advice and direction on issues of concern which arise
- Facilitates the internal investigation of incidents and helps identify a root cause, and helps ensure corrective measures are put in place to avoid repeat occurrences in the work place
- Assists external investigators, worker's compensation personnel, insurance adjusters, and others in carrying out inspections or investigations of accidents or injuries, and provides whatever assistance, information or support required to facilitate the completion of their work
- Puts forth recommendations to the CAO and others for policies and procedures appropriate to the workplace to be implemented and applied to all workers

- Prepares and reports to Council highlighting the work place health and safety programs and activities implemented and provides information and data on the Town's performance

3. ENFORCEMENT OF MUNICIPAL REGULATIONS:

- Is responsible for the proactive enforcement of all Municipal Regulations (previously complaint based).
- Is the first point of contact for all municipal enforcement issues, monitoring office and cellphone messages as well as email. Maintains a log of issues identified and ensures prompt response to all complaints and questions
- Focus on Parking/Fire Lane Enforcement, Commercial Vehicle Regulations, Signage Regulations, Animal Control and the Noise and Nuisance
- Ensures a daily focus on Fire Lanes Infractions, maintaining a consistent presence in fire lanes as a deterrent and form of education. Maintains record of warnings issued/tickets issued
- Document any cases of municipal regulation infractions through pictures etc... for court preparation as necessary. Provide warnings/information regarding infractions that are witnessed
- Document infractions in the event that the Town proceeds with charges or other actions
- Monitor all properties for compliance with the Town Signage Regulations and work to educate the public and enforce the regulations when necessary
- Contact owners of non-conforming signs and physically remove all non-conforming signs on Public property
- Document and issue orders as necessary
- Conduct necessary property inspections and compliance checks in conjunction with the Town Development Policy. This includes commercial fire inspections (previously noted) as well as the property inspections required for residential development, subdivision development and other property development.

4. OTHER MISCELLANEOUS DUTIES

- Maintain a working relationship with the RCMP and identify areas of cooperation

- Maintain a working relationship with the Avalon North Wolverines Search and Rescue Group and the Ambulance Service
- Maintain a work relationship with regional area emergency services
- Participate in all Town functions that require traffic control or other safety measures
- Participate in all Town Parades
- Co-ordinate with other department heads when necessary to support each operation

Responsibilities to stay with Fire Chief (not a part of this position)

- Recruits volunteers and ensures there is ample provision of trained fire fighters readily available to respond to emergencies and deal with fire suppression at any point in time
- Schedules regular training sessions for fire fighters, and maintains accurate records of attendance, training and levels of certification attained by fire fighting personnel
- Provides training and certification for fire fighters, and supports various levels of ongoing training and professional development relating to a wide array of fire and emergency services required for first responders and emergency fire personnel
- Deploys firefighters and puts forth recommendations for recruitment. Selection, and promotion as required
- Assumes command at the scene of fires, or in the absence of the fire chief, ensures there is a proper incident command protocol in place to direct fire fighting personnel and to ensure their safety and the safety of the public
- Establishes communications and liaison with provincial fire fighting authorities and personnel, and ensures the department is aware of emerging techniques, changes, or improvements to equipment or fire suppression strategies that might improve the department's ability to respond and improve public safety
- Maintains data and statistical information on various aspects of the fire fighting services, including the number of trained personnel, professional development completed, number of inspections undertaken, deficiencies noted, corrective action undertaken to address deficiencies, number of responses, response times, etc.
- Maintains maintenance records and relevant documentation for all vehicles and equipment of the Town's fire department