



BATTALION CHIEF – 107-24-5
Fire, Core Services
Full-Time QTY 2

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 31, 2024**, for the **Battalion Chief with Fire, Core Services**, Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Battalion Chief** reports to and works under the direction and supervision of the Deputy Fire Chief. The District Fire Chief will report to the Fire Chief of the Six Nations Fire & Emergency Services Department in the absence of a Deputy Fire Chief.

PURPOSE & SCOPE OF THE POSITION:

Provide supervision, mentorship, direction, and guidance to the Fire Department Captains, full time/part time firefighters & volunteer firefighters, and oversee training, operational, and administrative matters within the SNFES Department.

Provide direction and guidance to staff on managerial and administrative matters including budgeting, scheduling, purchasing, and staffing challenges within the Fire Department.

Assists with the overall planning and objectives for the department including the coordination of activities for the prevention and suppression of fires and in maintaining departmental efficiency and discipline.

Coordinates with other District Chiefs, Captains, and personnel to arrange and implement training for all personnel.

Acts in the capacity of Deputy Fire Chief during that incumbent's vacation or other periods of absence.

May periodically act in the capacity of Fire Chief during periods in which both the Fire Chief & Deputy Fire Chief are away on business or other periods of absence.

Type	Full Time
Closing Date	July 31, 2024
Hours of Work	80hrs biweekly
Wage	\$89,606/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

A post-secondary degree or diploma in business or public administration or emergency services-related field with a minimum of 5 years experience in the Fire Service and a minimum of 3 years experience with supervision of staff.
OR

A combination of education and experience that would be deemed as equivalent in the supervision and leadership of a group of officers/firefighters within a fire service department and a minimum of 8 years experience in the Fire Service and a minimum of 3 years experience with supervision of staff.

Minimum Qualifications continued:

- 18 years of age or older.
- Legally entitled to work in Canada.
- High school graduation diploma (OSSD) or academic equivalent.
- Ability to understand and communicate clearly in English under stress.
- Ability to work effectively under stressful conditions.
- Willingness and ability to work in extremely adverse and dangerous situations.
- Must be fit and able to handle the sustained, intense physical and psychological effort required to perform duties of this position.
- Must be willing and able to work on a 24 hour rotational shift schedule that involves working weekends and holidays.
- Working knowledge and use of various computer applications such as Microsoft Office, Adobe Acrobat, various social medial platforms, and other relevant computer applications.
- Thorough knowledge of legislation, fire and rescue tactics, and strategy, relating to activities within the SNFES Department; or has the willingness to learn.
- Effective interpersonal skills to deal with staff, management, elected officials, and members of the public.
- A minimum valid Ontario Driver’s License with D-Z endorsement,
- Satisfactory Drivers Abstract
- Satisfactory Criminal Record Check
- Satisfactory Physical Assessment form completed with and by a physician, this must be completed on an annual basis.
- Must possess: NFPA 1001 Level I & II Certification (Pro Board and/or IFSAC Accredited) or equivalent.
- Must possess: NFPA 472 Hazardous Materials Operations Certification (Pro Board and/or IFSAC Accredited) or equivalent.
- Must possess: NFPA 1041 Instructor Level I & II Certification (Pro Board and/or IFSAC Accredited) or equivalent.
- Must possess: NFPA 1021 Officer Level I & II Certification

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(Pro Board and/or IFSAC Accredited) or equivalent.

- Must possess: Standard First Aid, CPR Level C with AED (Canadian Red Cross)
- Canadian Red Cross Emergency Medical Responder Certification or Higher within six (6) months of position acceptance.

Other Preferred Qualifications

- Experience & knowledge of Six Nations Fire & Emergency Services Department guidelines, policies, and procedures.
- Completion or willingness to complete NFPA 1021 Company Officer Certification Program. (Pro Board and/or IFSAC Accredited)
- Completion or willingness to complete NFPA 1041 Instructor Certification Program. (Pro Board and/or IFSAC Accredited)
- Possess motivation, initiative, and ability to work independently.
- Possess the ability to lead and effectively communicate orders, directives, and information to the firefighters under their command.
- Exhibit good organizational skills and ability to provide clear direction.
- Ability to analyze problems and recommend solutions and/or implement solutions.
- Must be able to prioritize tasks and meet deadlines.
- Must possess strong supervisory and leadership skills.
- Must be skilled in public relations and dealing with the public.
- A history of volunteerism and community participation.
- Experience in team-oriented activities or organizations.
- Past experience in emergency services: structural firefighting, forest fire service, Police, Coast Guard, Paramedic, Military, Nursing, or Search and Rescue.
- Knowledge of different cultures.
- Coaching, teaching, or instructional experience.
- Demonstrated athletic or physical capabilities and achievements.
- Knowledge and ability to work effectively with computers, computer programs, and software.
- Strong interpersonal skills and the ability to work in a team environment.
- Advanced emergency medical training, technical rescue training, advanced hazardous materials training.
- Any technical certificate/trade licence that would be beneficial to a firefighter's position, such as electrician, plumber, building inspector, mechanic, electronic/electrical technician
- Training and experience operating heavy equipment or large vehicles.
- Training and experience using technology applicable to firefighting, including using communications tools, such as mobile radios.
- Post-secondary education, in an applicable or related field
- Multilingual, including sign language.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to **Kalvin Egan**, HR Business Partner at 519-445-2223 ext. 5721 or via email at HRBP5@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Battalion Chief - Full Time – 107-24-5
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



-PURPOSE

The purpose of this document is to outline the job requirements for a Full Time Employed District Fire Chief (Battalion Chief) with the Six Nations Fire & Emergency Services Department (SNFES).

SCOPE

This Job Description applies to a Full Time District Fire Chief (Battalion Chief) with the Six Nations Fire & Emergency Services Department.

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Deputy Fire Chief. The District Fire Chief will report to the Fire Chief of the Six Nations Fire & Emergency Services Department in the absence of a Deputy Fire Chief.

PURPOSE & SCOPE OF THE POSITION:

Provide supervision, mentorship, direction, and guidance to the Fire Department Captains, full time/part time firefighters & volunteer firefighters, and oversee training, operational, and administrative matters within the SNFES Department.

Provide direction and guidance to staff on managerial and administrative matters including budgeting, scheduling, purchasing, and staffing challenges within the Fire Department.

Assists with the overall planning and objectives for the department including the coordination of activities for the prevention and suppression of fires and in maintaining departmental efficiency and discipline.

Coordinates with other District Chiefs, Captains, and personnel to arrange and implement training for all personnel.

Acts in the capacity of Deputy Fire Chief during that incumbent's vacation or other periods of absence.

May periodically act in the capacity of Fire Chief during periods in which both the Fire Chief & Deputy Fire Chief are away on business or other periods of absence.

DUTIES & RESPONSIBILITIES:

TECHNICAL

- Manages and directs operations using policies and standard operating guidelines so that high personnel performance and morale levels are established

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and maintained, fire department policies and guidelines are followed, personnel project a professional image and operational readiness of the is maintained.

- Leads and directs personnel using Council and Department policies, operating guidelines, and directives, so that the personnel can be directed in a manner which readily responds to changing conditions and operational readiness is optimized.
- Promotes and supports public education by providing access to personnel, equipment, and promotional materials and displays, so that the public's awareness of fire department personnel and their roles and responsibilities are enhanced and the primary goal of educating the public in fire and life safety is met.
- Initiates, executes, and/or supports fire and emergency incident investigations by providing the required personnel, equipment and available information so that cause and origin can be determined.
- Organizes initial response to emergency situations so that delays in response to emergency are minimized, the staffing, apparatus, and equipment meet the requirements of the situation and communications with fire & emergency services is maintained.
- Initiates and implements incident management systems until relieved using appropriate resources so that a complete functional command organization is developed, a coordinated and systematic strategy is implemented, life safety, property preservation and environmental quality are maximized and the incident is resolved in the most efficient and effective manner.
- Coordinates and controls fire ground operations within the chain of command so that a systematic and sequenced plan of attack is implemented with the minimum loss of life and property.
- Coordinates and controls emergency medical operations/scene so that patients are assessed and stabilized, emergency care is initiated, and patients are transferred to emergency medical services for further care and transport.
- Coordinates and controls emergency rescue response operations so that the casualties/patients are removed from an area of danger to an area of safety while preventing injury to the rescuer or additional injury to the casualties/patients.
- Coordinates and controls potential Hazardous Material, Chemical, Biological, Radiological and Nuclear (HAZMAT/CBRN) incidents within the capabilities of the level of hazardous materials training, resources and personal protective equipment available so that life safety, property preservation and environmental protection are maximized and incidents are resolved in an effective manner.
- Coordinates and controls complex emergency response operations using appropriate resources so that a coordinated and systemic strategy is implemented, fire and life safety, property preservation and environmental quality are maximized and the incident is resolved in an efficient and effective manner with due consideration for safety.

ADMINISTRATIVE

- Maintain discipline and compliance with legislation by enforcing municipal by-laws, Federal and Provincial Acts, Codes and Standards as well as other

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legislation affecting the general operations of the Six Nations Fire & Emergency Services Department. Recommend, develop, and administer departmental policies and procedures as well as enforcement of rules and regulations.

- Evaluates status of fire service equipment, apparatus/vehicles and premises using relevant legislation and documentation, so that apparatus/vehicles and premises are in a condition that allows them to perform to their design function, equipment operates properly and safely, and the premises are clean, accessible and functional and the operational readiness of the district is optimized.
- Assesses status of fire & emergency services department equipment, apparatus and ensure it is in a condition that allows it to perform to its design function, fire department equipment operates properly and safely, and the fire station is clean, accessible and functional. Reports deficiencies through the established lines of authority where appropriate. Rectifies deficiencies when appropriate.
- Performs and reviews administrative activities using records management systems including computer hardware and software so that the fire department is run in accordance with Council and departmental regulations, policies and guidelines.
- Performs administrative duties so that the fire stations are run in accordance with fire & emergency services department regulations, policies and guidelines, all actions are documented and activity reports prepared, as required or when requested.
- As a member of the Recruitment & Selection team, participate in the screening of applications, review of test results, interviewing and selection of fire & emergency services position candidates.
- Maintenance of monthly activity reports to the Deputy Fire Chief
- Investigates and documents fire scenes so that cause and origin of the fire or emergency incident can be determined, and appropriate officers are notified as required.
- Assists in the preparation and updates building audits and pre-incident plans so that all pertinent information is available to fire suppression personnel for determining initial response, as required or when requested.
- Performs administrative duties so that reports and statistical data is collected and stored.
- Performs shift scheduling and staffing to ensure minimum compliments of personnel are maintained and the appropriate payroll entries have been made.

COMMUNICATIONS & LIAISON

- In consultation with Senior Operational Committee, ensure that all personnel are performing to professionally recognized standards in fire suppression, fire prevention, health and safety, training and other Department related matters. Review job performance of Captains under their command and, in consultation with the Fire Chief & Deputy Fire Chief, make effective recommendations on individual performance issues.
- Investigate and submit written reports to the Deputy Fire Chief when violations of regulations or neglect of duty occurs. Consult with HR staff on labour relations issues and participate in the grievance procedure as required. Conduct disciplinary hearings up to and including dismissal.
- Maintain effective labour-management relations by ensuring that the mutual best

interests of the community and the employees are taken into consideration and that positive labour-management relations are promoted.

- Manage fire department personnel through effective leadership, evaluation, monitoring, assessment, in addition to communication and planning, so that all staff functions are handled effectively and efficiently.
- Liaise with internal and external agencies such as neighbouring fire services, ambulance, police services, and community resource groups as necessary.
- Demonstrates commitment to personal and professional development so that the individual remains current with the new legislation, regulations and policies, personal development is valued and undertaken, departmental fire and life safety standards are met and professional competence is maintained.
- Supervises fire & emergency services department personnel so that high crew performance and morale levels are established and maintained, fire department policies and guidelines are followed and staff model a professional image.
- Trains fire & emergency services department personnel so that comprehensive training meets fire & emergency services department goals and objectives are implemented and fire & emergency services department personnel meet performance standards after instruction.
- Recognizes and refers fire safety infractions/violations so that the premises meet an acceptable degree of life safety as specified by the authority having jurisdiction and property protection is achieved.
- Performs public relations and public education so that the public's perception of firefighters and the fire & emergency services are enhanced and the primary goal of educating the public in fire safety is met.

OTHER RELATED DUTIES:

- Perform work relating to this position as required by the Fire Chief and Deputy Fire Chief.
- Assist the Fire Chief and Deputy Fire Chief in the implementation, review and organization of the Emergency Measures plan in conjunction with the Emergency Management Planning Committee and participate on Committees reviewing, recommending and instituting programs in the areas of risk management emergency planning.
- Other work as assigned or approved by the Fire Chief or Deputy Fire Chief.

WORKING CONDITIONS:

Work involves extensive physical activity, mental stress, and extremely hazardous working conditions; required to work inside and outside in the inclement weather conditions; requires extensive interaction with the public; subject to deadlines and unscheduled hours; ability to take direction; prioritize work schedule; ability to work independently.

WORKING RELATIONSHIPS:

With the Fire Chief

- Receives direction and guidance, discusses plans and priorities, and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision directly from the Fire Chief or through the Deputy Fire Chief.

With the Deputy Fire Chief:

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- Receives direction and guidance, discusses plans and priorities, and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With the Assistant Chief (Assistant Chief or Designate):

- Receives direction, guidance and discusses plans, priorities and interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With Full Time Captains & Volunteer Officers:

- Gives direction, initiates and provides instruction and training, provides supervision, guidance and encouragement.

With Part Time & Volunteer Firefighters

- Gives direction, initiates and provides instruction and training, provides supervision, guidance and encouragement.

With other council staff:

- Courtesy, cooperation, and teamwork with all staff.

With the Public & Media:

- Represents and promotes Six Nations Fire & Emergency Services Department in a professional, courteous, positive, and cooperative manner, provides information and assistance as necessary.

With External Agencies:

- Represents and promotes Six Nations interests related to the Fire & Emergency Services Department, maintains awareness of legislation, policy and program changes; seeks to develop sound professional working relations.

With the Community

- Represents and promotes Six Nations Council and the Six Nations Fire & Emergency Services Department in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Qualifications

A post-secondary degree or diploma in business or public administration or emergency services-related field with a minimum of 5 years experience in the Fire Service and a minimum of 3 years experience with supervision of staff.

OR

A combination of education and experience that would be deemed as equivalent in the supervision and leadership of a group of officers/firefighters within a fire service department and a minimum of 8 years experience in the Fire Service and a minimum of 3 years experience with supervision of staff.

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- Must possess: NFPA 1041 Instructor Level I & II Certification (Pro Board and/or IFSAC Accredited) or equivalent.
- Must possess: NFPA 1021 Officer Level I & II Certification (Pro Board and/or IFSAC Accredited) or equivalent.
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- Ability to analyze problems and recommend solutions and/or implement solutions.
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- Must possess strong supervisory and leadership skills.

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- Must be skilled in public relations and dealing with the public.
- A history of volunteerism and community participation.
- Experience in team-oriented activities or organizations.
- Past experience in emergency services: structural firefighting, forest fire service, Police, Coast Guard, Paramedic, Military, Nursing, or Search and Rescue.
- Knowledge of different cultures.
- Coaching, teaching, or instructional experience.
- Demonstrated athletic or physical capabilities and achievements.
- Knowledge and ability to work effectively with computers, computer programs, and software.
- Strong interpersonal skills and the ability to work in a team environment.
- Advanced emergency medical training, technical rescue training, advanced hazardous materials training.
- Any technical certificate/trade licence that would be beneficial to a firefighter's position, such as electrician, plumber, building inspector, mechanic, electronic/electrical technician
- Training and experience operating heavy equipment or large vehicles.
- Training and experience using technology applicable to firefighting, including using communications tools, such as mobile radios.
- Post-secondary education, in an applicable or related field
- Multilingual, including sign language.

IMPACT OF ERROR:

Errors in carrying out duties could result in loss of credibility, poor public relations, and misinformation being provided. Errors could result in embarrassment to the Six Nations of the Grand River Elected Council, community and administration; loss of public confidence and unnecessary conflict leading to lack of trust.

CONTROL:

Guiding principles set by the Six Nations Fire & Emergency Services Department. Works within the administrative policies and procedures established by Six Nations Council for the Fire & Emergency Services Department and other legislation provided by the respective government agencies, and Council.

Revision History

Date	Revision #	Reason for Revision	Revision By
<i>Apr 19, 2017</i>	0	<i>Initial Job Description</i>	V. Martin, DFC
Jan 10, 2022	1	Update minimum requirements	A. Russell-Taylor, FC