ST. JOHN'S REGIONAL FIRE DEPARTMENT
Policy and Operational Guidelines

Title: 01-02-05 Manager of 911 and Fire Prevention

Document Type: Job Descriptions
Status:
Issued By: Fire Chief/Director

Index: 01 Organization
Section: 02 Department Job Descriptions
Title: 05 Manager of 911 and Fire Prevention

Purpose

To outline the duties and responsibilities of the position of Manager of 911 and Fire Prevention.

Background

This replaces POG #01-02-05, "Manager of Communications and Program Development", dated 2015/09/16.

Procedure

MANAGER OF 911 AND FIRE PREVENTION

Responsibilities:

Reporting to the Fire Chief (Director), this position is responsible for directing and managing the operations of the Communications Center, the Fire Prevention Division, and conducting detailed analytical and statistical work for the Department by researching, evaluating and making recommendations for the management and operating processes or systems within the SJRFD.

Duties:

a. Plans, directs, coordinates and supervises the operations of the Communications Center.

b. Responsible for the efficient and effective development, implementation and monitoring of all programs related to the Fire Prevention Division.

c. Assists in developing, implementing and monitoring short and long term strategies for the Department so that effective and consistent direction is provided.

d. Conducts issue management for areas under his/her authority.

e. Approves leave, reports and recommends disciplinary measures for all personnel under his/her authority.

f. Establishes and maintains effective working relationships with emergency management agencies.

g. Conducts operational audits on SJRFD Divisions, and oversees the implementation and strategic planning of audit recommendations.

h. Investigates standards and departmental operations of other Canadian Fire Departments in order to benchmark SJRFD performance.

i. Participates in the collective bargaining process by providing information and recommendations on contractual labor issues, developing reports for union negotiations, and participating as a member of the Management Negotiation Team as required by the Fire Chief (Director).

j. Facilitates the development of Policy and Operational Guidelines **(POGs)** for the SJRFD to regulate the operations and processes of the Department in a consistent and effective manner.

k. Represents the Department by serving on various committees, projects, studies, etc.

l. Assists in the preparation and monitoring of the annual departmental budget.

m. Maintains a good knowledge of relevant legislation, the policies and procedures of the Department, the current Collective Agreement and any other applicable policies, procedures and/or standards.

n. Other related duties as assigned by the Fire Chief (Director) or designate.

Approvals
Fire Chief/Director

Approval Date
2018/03/08

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG #01-02-05
Approved by:

Jerry F. Peach — Mar 9 2018

Jerry F. Peach
Fire Chief
Director of Regional Fire and Emergency Services

Date

On Behalf of the City of St. John's Human Resources Department

Appendix/Appendices
None