St. John's Regional Fire Department
Policy and Operational Guidelines

Title:	01-02-01	Fire Chief/Director of Regional Fire and Emergency Services
Document Type:		Job Descriptions
Status:		
Issued By:		Fire Chief/Director
Index:		01 Organization
Section:		02 Department Job Descriptions
Title:		01 Fire Chief/Director of Regional Fire and Emergency Services

Purpose

To outline the duties and responsibilities of the position of Fire Chief/Director of Regional Fire and Emergency Services.

Background

This replaces POG #01-02-01, Director of Regional Fire Services (Fire Chief), dated 2005/06/13.

Procedure

Responsibilities:

This position is the Chief Administrative and Operating Officer within the St. John's Regional Fire Department. Reporting to the City Manager of the City of St. John's (administrative) and the Regional Fire Services Committee (policy/procedure), the Fire Chief is responsible for the effective evaluation, development, planning and implementation of programs administered by the Department. The Fire Chief operates in a very independent manner and provides a significant role in creating both short- and long-term strategies for the Department that will provide the region with an acceptable/responsible level of the fire protection and emergency service in the most economical manner.

Duties:

a. Plans, directs, coordinates and supervises the administrative, mechanical, fire prevention, training and operational divisions within the St. John's Regional Fire Department (SJRFD).

b. Ensures that Departmental programs, which are directed at providing and maintaining an acceptable/responsible level of service to the region are development, implemented, monitored and subsequently critiqued for their effectiveness.

c. Develops implements and monitors short- and long-term strategies for the Department so that effective and consistent direction is provided.

d. Develops policies and procedures and plans, directs and monitors the activities of the Department through effective utilization of human and financial resources.

e. Develops, plans, and controls the annual operational and capital budgets for the Department, ensuring that an acceptable, responsible and economically feasible level of fire protection and emergency services are provided.

f. Ensures that effective public awareness and educational programs are developed, implemented and monitored, in an effort to prevent loss of life and to reduce property damage.

g. Maintains a current knowledge of firefighting statistical information, new technology and firefighting techniques, etc., in order to ensure that the Department provides an effective and efficient service to the region.

h. Implements and monitors an equipment management system for the Department's fleet of emergency response vehicles and apparatus ensuring that they are both mechanically and financially maintained. Ensures that all new equipment/apparatus purchases meet approved firefighting standards and are appropriate for their utilization.

i. Ensures that all Departmental policies, procedures and legislative requirements are communicated to staff in an effective manner and that they are followed.

j. Represent the Department by serving on various committees, projects, studies, etc. Deals with media issues or delegates authority to do so depending upon sensitivity of the subject matter.

k. Attends fire and/or other emergencies of a minor nature.

l. Other related duties as assigned by the City Manager of the City of St. John's (administrative) and/or the Regional Fire Services Committee (policy/procedure).

Approvals
Fire Chief/Director

Approval Date
2017/08/23

Responsibility
St. John's Regional Fire Department

POG #01-02-01
Approved by:

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

Date Aug 23/2017

Appendix/Appendices
None