

TOWNSHIP OF OTONABEE-SOUTH MONAGHAN

JOB DESCRIPTION MANUAL

POSITION:	Fire Administration / Public Education/Fire Prevention Assistant
REPORTS TO:	Fire Chief / CEMC
DATE:	Revised November 3, 2025
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STATUS:	Revised

JOB SUMMARY

Provides administrative, clerical, and public education support to the Fire and Emergency Services Department. Acts as Public Educator under the direction of the Fire Chief and assists with emergency management and departmental operations.

DUTIES AND RESPONSIBILITIES

Administration – Fire (65%)

- Provide administrative and clerical support to the Fire Chief and staff, including correspondence, forms, reports, scheduling, and meeting coordination.
- Maintain filing systems, correspondence logs, and department records.
- Manage mail, email, phone inquiries, and visitor reception.
- Prepare minutes, summaries, and action logs for meetings.
- Process purchase orders, invoices, and expense claims; maintain budget tracking records.
- Coordinate travel, accommodations, and departmental calendars.
- Assists with Human Resource related documents for the Fire Department
- Manage data entry, FirePro and Naloxone reporting, and annual data collection for monthly fire marshal, health unit and municipal reporting.
- Liaise with Municipal Office and committees for coordination and communication.
- Administer 'Who's Responding' and Burn Permit programs, including special permits and inspections.
- Assist with public events (Canada Day, Remembrance Day, Santa Claus Parade, Pumpkinfest).
- Perform minor maintenance duties as required.

Emergency Management (4%)

- Serve as Document Resource Officer and member of the Municipal Control Group.
- Maintain and update the Municipal Emergency Plan annually.
- Take minutes and assist with Community Emergency Management Program Committee activities.

911 Civic Addressing (4%)

- Process requests for replacement and new 911 signs.
- Coordinate sign ordering, installation records, and database updates (Keystone/Next Gen 911, County GIS).

Fire Public Education/Fire Prevention (10%)

- Plan, coordinate, and participate in fire prevention and public education events.
- Develop and deliver safety messaging.
- Maintain supplies and materials for public education programs.
- Obtain NFPA Fire Inspector I certification and act as a fire inspector when required up to the level of training.

Other Duties (17%)

- Manage pager programming and inventory.
- Track and order bunker gear and other equipment.
- Maintain FP2, MTO DCP, and internal records.
- Administer content and access for the internal department website and social media.
- Coordinate Canada Day Parade logistics.
- Perform additional duties as assigned.

SUPERVISION

Works under the direct supervision of the Fire Chief as part of the Fire & Emergency Services team. No supervisory responsibilities.

CONTACTS

Internal: Regular contact with Fire Chief, Training Officer, Fire Officers, volunteers, CAO, managers, and Township staff for coordination and information exchange.

External: Frequent contact with the public, vendors, Fire Marshal's Office, Emergency Management Ontario, and other municipalities and agencies.

JOB QUALIFICATIONS

- Secondary School Diploma (minimum Grade 12).
- Minimum two (2) years administrative experience in an office environment.
- Knowledge of the Fire Protection and Prevention Act, Fire Code, and related legislation (asset).
- Public Life Safety Educator certification preferred.
- Understanding of HR legislation and practices (asset).

KEY COMPETENCIES

- Strong interpersonal and customer service skills; professionalism in all communications.
- Proficient in Microsoft Office, FirePro, GIS, and web-based data systems.
- Excellent recordkeeping and report-writing skills.

- Ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Strong written and verbal communication.
- Team-oriented with ability to support and collaborate effectively.

WORKING CONDITIONS

Primarily office-based with occasional outdoor duties and public events. Requires sitting, standing, walking, light lifting, and exposure to varied conditions. Frequent interruptions and time-sensitive tasks require sustained focus and organization.

Job Description to be reviewed annually by Employee, Fire Chief, and CAO.

Comments:

Employee: _____ Date: _____

Supervisor(s): _____ Date: _____

CAO: _____ Date: _____