

## **TOWN OF PETAWAWA**

(April 2025)

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**JOB TITLE: FIRE DEPARTMENT ASSISTANT**

**DEPARTMENTS: FIRE**

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**Directly Responsible to: Fire Chief**

### **PURPOSE OF THE POSITION**

The Fire Department Assistant reports to the Fire Chief (in the absence of the Fire Chief reports to the Deputy Fire Chief) and provides office reception and general clerical support services to the Fire Service, including filing, data entry, fire call and drill attendance input for payroll purposes, financial tracking and other related duties. The Fire Department Assistant provides support to the training and fire prevention division of the Fire Service. The position requires excellent customer service skills and the ability to interact courteously and tactfully with the public, part-time firefighters, municipal officials, and other municipal Directors and employees.

### **MAJOR RESPONSIBILITIES**

#### **PROGRAM/SERVICE**

- Provides administrative support to the Fire Department.
- Assists in researching and preparing correspondence, agreements, reports, grant applications, tender documents, minutes, by-laws and motions.
- Assists with reviewing, updating and drafting by-laws related to the Fire Department.
- Assists with preparation and publication of advertising and public notices.
- Maintains and coordinates the permitting system for recreational and rural fires.
- Tracks firefighter attendance hours for fire calls, training, and public education events, and inputs data into payroll tracking sheet.
- Prepares fire response statistics and submits standard incident reports to the Office of the Fire Marshal and the Ministry of Natural Resources.
- Maintains the Fire Department portion of the Town website and social media networks.
- Coordinates meetings, events and schedules. Assists and coordinates special projects initiated by the Fire Department.
- Assists the Fire Chief with the Town's Emergency Management Program and Emergency Plan.
- Maintains an inventory of office supplies and fire prevention materials and arranges acquisition of supplies.
- Responds to requests for departmental information, inquiries through email, Council and other staff and the public.

- Sets up and maintains manual and computerized filing systems.
- Register staff for conferences, training courses, and seminars and arrange accommodation and travel.
- Performs other related duties as may be assigned.

The above description reflects the general duties necessary to describe the principal function of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.

## **HUMAN RESOURCES**

- Reports directly to the Fire Chief and work in cooperation with all staff.

## **FINANCIAL RESOURCES**

- Supports the intake of receivables.
- Maintains departmental expenditure and budget reports as required.
- Application and understanding of the Collective Agreement for payroll purposes.

## **MATERIAL RESOURCES:**

- Ability to operate a variety of office equipment, including computer, calculator, fax, photocopier, telephone system, printer and projector, fire department software, Microsoft Teams and Office 365.

## **SKILLS AND EFFORT**

### **KNOWLEDGE**

- An office or business administration community college diploma or an equivalent combination of education and experience.
- A minimum of three years of relevant experience in an administrative role; experience in a municipal government setting is an asset.
- Excellent oral, written and interpersonal communication skills.
- Excellent organizational, planning, research and analysis skills.
- Strong time management skills and ability to prioritize tasks.
- High level of computer literacy, specifically Microsoft Office 365 (i.e. Word, Excel, etc.)

### **PHYSICAL SKILL AND EFFORT**

- No special physical skills required.

### **DECISION MAKING AND JUDGMENT**

- Work is performed under the direction of the Fire Chief.
- Requires a high level of initiative, resourcefulness and ability to work

- independently using established standards and procedures.
- Maintains a high degree of confidentiality.

## **INTERPERSONAL SKILLS/CONTACTS**

### Internal

- Fire Chief
- Deputy Fire Chief
- Senior and support staff of other departments

### External

- General public
- County of Renfrew, provincial ministries, federal departments, municipalities, boards, committees and commissions
- Third party service providers and professional consultants

## **WORKING CONDITIONS**

### Environment

- Office environment
- May be required to attend emergency scenes as a Scribe for the Incident Commander
- Non-union position

### Control over Work Schedule

- Required to work 21 hours per week
- Evening/weekend work may be required, on occasion
- Travel may be required for training