



## TOWNSHIP OF CENTRAL FRONTENAC

### JOB DESCRIPTION – JANUARY 2018

**POSITION:** COMMUNICATION COORDINATOR  
**DEPARTMENT:** FIRE & RESCUE  
**REPORTS TO:** DEPUTY FIRE CHIEF

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#### **PURPOSE OF THE POSITION:**

Reporting directly to the Deputy Fire Chief, the Communication Coordinator is an integral part of Central Frontenac Fire & Rescue (CFFR) communication systems and equipment, as such he/she will be responsible for coordinating all aspects of operational communication systems and equipment and assisting the Deputy Fire Chief with ensuring communication systems and equipment meets the requirements of CFFR.

CFFR should look after operational communication and information while IS&T should support (from a systems perspective) the systems that provide the required communications and information with the exception of the public safety radio system. A (volunteer paid) Communication Coordinator position should be created with the responsibility to coordinate, and develop and maintain operational communication equipment.

#### **RESPONSIBILITIES:**

Regular duties include but are not limited to the following:

- Assist the Deputy Fire Chief to provide required communication systems and equipment meets the requirements of CFFR, make sure communication equipment is used as prescribed, maintained and ensure we are compliant with applicable legislation and best practices;
- Provide training on communication systems and equipment;
- Ensure required tracking of testing, repairing and issuing of communication systems and equipment is completed;
- Submit written reports on any deficiencies with communication systems and equipment
- Track and maintain required inventory;
- Evaluate communication systems and equipment and make recommendations for the selection of such;

#### **SUPERVISION RECEIVED**

- Receives support and direction from the Deputy Fire Chief

#### **COORDINATION EXERCISED**

- Coordinate activities with County IS&T, CFFR Officers and vendors

#### **EDUCATION/QUALIFICATIONS**

##### **General**

- Grade 12 education or equivalent secondary education as established by the Ontario Ministry of Education;
- Member of Central Frontenac Fire & Rescue;
- 5 years' experience in fire suppression;
- Proficiency with Microsoft Office Suite;
- Acceptable computer technology knowledge and ability to learn new software.
- Must be willing and able to wear all required uniform clothing and/or personal protective equipment as assigned/required;

### **Interpersonal Skills/Contacts**

- Excellent verbal and written communication skills;
- Ability to handle matter of a confidential or politically sensitive nature, and to maintain confidentiality;
- Excellent interpersonal skills including the ability to work effectively in a team environment and establish strong professional relationships with external stakeholders;
- Ability to be a team player;

### **Internal**

- Work with Fire & Rescue personnel.

### **External**

- Work with County IS&T, other public safety agencies and vendors.

### **Other Duties**

- Undertake other duties and responsibilities falling within his/her competency that may from time to time be assigned.

### **WORK ENVIRONMENT**

- Office environment.
- Respond and work in all types of weather and less than ideal conditions. He/she could have to enter hazardous atmospheres and areas and will be expected to work in a safe manner.

Approved By: \_\_\_\_\_  
 Manager Emergency Services Fire Chief