



P.E.I. Firefighters Association  
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President	Vice-President	Past President	Secretary-Treasurer
Rod MacDonald	Jason Peters	Tim Jenkins	Gordon MacFadyen
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## EMPLOYMENT OPPORTUNITY GENERAL MANAGER

The general manager of administration is responsible for overseeing all administrative functions for the PEI Firefighters Association. A major part involves leading and directing Instructors. The General Manager is also responsible for the day-to-day administrative tasks, such as accounting, paperwork and payroll. The general manager will also be responsible for growing the training revenue to allow for a stable financial state of affairs.

### **General Manager Job Duties:**

- The very first responsibility of a general manager is to perform assigned duties and responsibilities by board of directors.
- General Manager should learn company's problems in technological, financial, service field & develop strategic planning process to encounter them.
- General Manager develops strategies and policies to achieve company's future goals.
- General Manager organizes regular staff meetings and builds an environment in which employees willingly produce maximum work.
- General Manager develops annual operating budget as well as all project budgets and oversees them.
- Producing marketing & promotion content and implement it in a planned manner to reach different class of customers.

- General Manager also responsible for developing sound relationships with stakeholders, funders and community in order to gain mutual benefits.
- Builds company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices.
- Maintains quality service by establishing and enforcing organization standards.
- General Manager plans and assigns work to subordinates and monitors them time to time.
- Plan & review marketing activities, results and expectations with employees on regular basis.
- General Manager is also responsible for preparing financial report for effective management & clearly showing operational effectiveness by his efforts.
- Supports board of directors in formulating policies and projects and making policies recommendations.
- General Manager takes part in reviewing insurance, banking, auditing and other board related aspects of the company.

**Supervisory Responsibilities:**

Typically, directly supervises 2 to 10 employees/instructors Carries out supervisory responsibilities in accordance with the Association policies, training programs, and applicable laws. Responsibilities include recruiting, interviewing, hiring, and training employees/instructors; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees/instructors; addressing complaints and resolving problems.

**Education And/Or Experience:**

Absent extraordinary prior on-the-job experience, the General Manager position requires a High School diploma or general education degree (GED) and preferably either a two year business degree or a four year business or liberal arts degree (or equivalent combination of education and experience).

Requires an occupationally-significant combination of vocational education, apprentice training, on-the-job training, and essential experience in fire service education/operations.

**Language Skills:**

General Managers must have developed language skills to the point to be able to:

Read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedure manuals, newspapers, periodicals, journals, and manuals.

Write routine reports, correspondence, business letters, summaries, and reports in English using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style.

Ability to speak effectively in English before groups such as customers or employees.

**Computer Skills:**

General Managers must have sufficient computer skills that will allow them to be able to use, in a proficient manner, all Company -issued software programs implemented at the school hotel, including but not limited to the following:

- Microsoft Word
- Microsoft Excel
- Training and Certificate System
- Simply Accounting/Great Plains
- School – issued internet browser programs
- School –issued electronic mail programs

**Reasoning Ability:**

General Manager must have developed reasoning abilities to the point to be able to:

- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Use mathematical skills to interpret financial information and prepare budgets.
- Read and interpret business records and statistical reports.
- Make business decisions based on production reports and similar facts, as well as on your own experience and personal opinions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms;

stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. The employee must be able to see differences in widths and lengths of lines such as those on graphs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environmental Conditions:**

Inside : Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to work effectively in a stressful environment, communicate well with others, effectively deal with a Board of Directors, and Instructors, and accept constructive criticism.

Must be able to change activity frequently and cope with interruptions.