

POSITION TITLE: Emergency Services Coordinator

REPORT TO: Director of Municipal Services

SUBORDINATE POSITIONS: Deputy Fire Chief
Administrative Assistant – Emergency Services
District Fire Chiefs/Deputies

SUPPORT POSITIONS: Paid for-call Firefighters

Scope

Reporting to the Director of Municipal Services, the Emergency Services Coordinator is responsible to provide operational leadership to the fire services and emergency management group ensuring that standards in quality, service, cost-efficiency and responsiveness in a rural municipal setting are met. Through the District Fire Stations, he/she engages the community and works with volunteers to build awareness of fire prevention safety and to enhance the safety and quality of life of County residents. The Emergency Services Supervisor provides information, advice and insight to Administration and strives to ensure there is efficient and cost-effective Emergency Services on behalf of the ratepayers.

Job Description

- Overall administration of all aspects of the County's Emergency Services operations.
- Develop and implement a Paid for Call Firefighter Safety and Training program in coordination with Paid for Call staff and other relevant Emergency Services personnel.
- Build, develop and foster harmonious and collaborative relationships with staff, paid for call firefighters and citizens of the County.
- Provide leadership and communication through regular meetings, delegation and feedback.
- Develop, recommend and deploy approved long term vision for Emergency Services to ensure ongoing community safety.
- Provide performance management, mentorship and guidance to leaders and members of the department.
- Responsible and accountable for complying with the municipality's health and safety policies as well as Occupational Health and Safety regulations and the Firefighter Code of Practice in order to ensure safety of self, fire fighters, employees and the public.
- Ability to participate in the department's on-call incident command rotation as required. Able to respond on scene to large scale emergencies/fires in incident command role as required.
- Responds to emergency and disaster incidents to provide incident command & resource management, in coordination with the Deputy Fire Chief, to prevent duplication of service and ensure adequate leadership during longer events.
- Performs other related duties as directed or required.

Position Requirements

- High School Diploma or equivalent.
- Knowledge of Federal and Provincial legislation pertaining to the Fire Service.
- NFPA 1001 Level 2, 1021 (Fire Officer) Level 1, 1041 (Fire Service Instructor) Level 2,
- Incident Command System 300 Certification combined with previous incident command experience.
- Excellent communication, collaborating, coaching and conflict resolution skills are essential in this role.
- Minimum five years administrative, supervisory and leadership experience in a Municipal Government Emergency Services environment, including budgeting and report writing.
- Previous experience coaching and mentoring volunteer/paid for call firefighters.
- Proven ability to work in a fast-paced environment, prioritize and manage multiple work tasks to achieve deadlines.
- Previous experience developing and delivering emergency services programs.
- Demonstrated leadership, team building, problem solving and time management skills.
- Demonstrated ability to establish and maintain effective working relationships with a variety of stakeholders such as Director of Emergency Management (DEM) and other emergency agencies.
- Valid Alberta Driver's License with Air Brake endorsement with an acceptable driver's abstract and a satisfactory criminal records check with vulnerable sector clearance.
- A management approved equivalent combination of education and experience may be considered.