



Chief of Emergency Services Town of Taber



The Town of Taber is seeking an experienced Chief of Emergency Services.

POSITION SUMMARY

As a member of the senior management team of the Town of Taber, and under the direction of the Chief Administrative Officer, is responsible for leadership, administration, and operations of the Emergency Services Department, including Fire/Rescue, EMS and Emergency Management. Responsible for the overall direction of the Department and fulfills the role of "Fire Chief" as per Town of Taber Fire Bylaw A – 331.

RESPONSIBILITIES:

- Responsible for the overall leadership, administration and operations of the Emergency Services Department, including budgeting and financial accountability, personnel, scheduling, research and development, and emergency and non-emergency operations.
- Provide policy guidelines to the CAO and Council on matters affecting Emergency Services and Management, through review and recommendation on service provision, issues or trends.
- Long and short range strategic planning to ensure provision of sustainable, quality Emergency Services.
- Provide management and leadership to Emergency Services staff, full time, part-time, casual and paid-on-call.
- Maintain successful relationships and/or contract management with the public, Municipalities, Alberta Health Services, and other Municipal, Provincial and Federal agencies.
- Manage the Workplace Health & Safety program for the Department.
- Responsible for recruitment and retention of sufficient number of trained Fire and EMS personnel.
- Responsible for Fire Prevention, Inspection, and Investigation following Municipal Safety Codes QMP.
- Responsible for Fire and EMS training and education.
- Ensures that all required equipment, vehicles and facilities are available, maintained, stocked and in good working order.
- Act as Duty Officer on a regular basis. Attends and directs operations at emergency incidents as required. Active fire fighting when required.
- Represents the Emergency Services Department at Council and other meetings and presentations as required.
- Perform other duties as required by the CAO.

POSITION SPECIFICATIONS:

- Grade 12 or equivalent
- Graduate of an approved EMT or Paramedic program
- Registration with Alberta College of Paramedics as an EMT or EMT-P
- Possess and maintain valid Class 4 or higher Alberta Vehicle Operators License with air brakes endorsement
- Knowledge of Emergency Medical Services, fire protection, suppression, prevention, rescue and disaster response
- Knowledge of municipal, EMS and fire related Federal and Provincial legislation
- NFPA 1001 Level 2
- Possess (or ability to obtain): NFPA 1021 – Fire Officer Level 2, 1041 – Fire Instructor Level 2, 1031 – Fire Inspector Level 2, 1033 – Fire Investigator
- Demonstrated leadership, management, and supervisory skills
- Excellent inter-personal and communication skills
- Residency requirement
- Intermediate computer skills

- A Bachelor of Applied Business: Emergency Services or equivalent is desired. Equivalent and/or related experience and education will be considered.

SALARY: Expected salary range to be negotiated with successful candidate. Attractive benefit package, including Local Authorities Pension Plan.

HOURS OF WORK: Monday – Friday, 7.5 hour days, on-call duty rotation, emergency response and meeting attendance as required.

CLOSING DATE: Open until suitable candidate is found.

Qualified candidates should submit cover letter, resume, and references to:

Human Resources
Town of Taber
4900 A 50 St.
Taber, AB T1G 1T1
Fax: 403-223-5530
hr@taber.ca

For more information, contact the HR Manager at (403) 223-5500 ext 5507 or hr@taber.ca

The Town of Taber thanks all applicants in advance for their interest, however, only those applicants to be interviewed will be contacted.