



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Fire Services Coordinator **Full Time Permanent Position**

As a member of Protective Services - Fire Services Department of Lac La Biche County, under the direction of the Manager of Fire Services/Regional Fire Chief, the Fire Services Coordinator is responsible for administration, incident response, and training for five POC – Paid on Call departments within Lac la Biche County.

Responsibilities:

- Works closely with the District Deputy Fire Chiefs, and provides liaison between the Manager of Protective Services, administration, and Council on matters relating to Fire Services.
- Provides direction and recommendations for the operational maintenance of fire equipment and buildings in consultation with the District Fire Chiefs; ensures that all required equipment, vehicles and facilities are available, maintained, stocked and in good working order.
- Develops, recommends, and implements plans, programs, standard operating procedures and guidelines for Fire Services after discussion with the District Deputy Chiefs and the Manager of Protective Services.
- Provides recommendations for annual and long-range operational and capital budgets for Fire Services.
- Maintains an inventory tracking system of fire equipment and supplies with complete testing criteria and critical response dates for equipment upgrades.
- Help to develop fire prevention programs for the public, schools, businesses, volunteer groups, including preparation of public information materials relating to safety and fire prevention.
- Support the CEMP – Community Emergency Management Program for Lac La Biche County.
- Responds to incident calls in the Lac La Biche County Fire Protection Service Area when required.
- Performs administrative duties related to Fire Services when required.
- Reviews existing programs and develops new training programs as required so that Fire Department members have the skills necessary to provide effective emergency response and mitigation to incidents. Manages the recruiting, training and development of the Fire Department members with participation of the District Fire Chiefs and POC-Paid on Call members.
- Health and Safety: Will adhere to all safety standards under OH+S- Occupational health and Safety standards, municipal policies, and Fire Services standard operating procedures and guidelines.
- Provides tracking records for apparatus servicing
- Maintains apparatus equipment inventory
- Maintains and facilitates maintenance records on fire halls and equipment.

- Ensures inventory is up to date on all fire apparatus-Facilitates and maintains tracking records on Self Contained Breathing Apparatus
- Recommends equipment upgrades to Manager of Protective Services
- Helps to develop and deliver Fire Prevention programs in Lac La Biche County
- Helps to deliver PISP- Pre Incident Site Plans to commercial buildings in Lac La Biche County when required.
- May perform building fire inspections if required
- Assists with design and implementation of the Community Emergency Management Program (CEMP) for Lac La Biche County.
- Responds to incidents when required
- Helps to develop new training programs for Lac La Biche County Fire Services
- Delivers training courses when required
- Contributes ideas in positive recruitment for Fire Services

Qualifications:

- NFPA 1001 Professional Fire Fighter certification, Level 2
- NFPA 1041 Professional Fire Service Instructor certification Level 1, Level 2 preferred
- Preference for a candidate with NFPA 1021, Fire Officer Level 1 and NFPA 472 Operations.
- BEM, ICS 100/200, preference given to individuals with advanced Emergency Management training.
- Minimum class 5 license with Q endorsement
- EMR – Emergency Medical Responder certification – preference for candidate with advanced training
- Preference to registered Safety Codes Officer – fire discipline
- Effective communication (oral and written) and presentation skills.
- Experience working with organizational committees and the public.
- Minimum 5 years’ experience in Fire Department Operations and administration including experience as a Fire Officer
- Through knowledge of Fire Department activities and services, including modern fire suppression and rescue techniques.
- The ideal candidate will have a positive attitude, be community minded, have a strong commitment to public service, and high ethical standards.
- Must maintain confidentiality.
- Excellent organizational and time management skills.
- Must submit a Driver’s Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County

Salary under review

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
 - 100% Employer paid Health and Dental Benefits
 - Employee and Family Assistance Plan
 - Local Authorities Pension Plan
- Competition Number: 15-FSC-18
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:
Attention: Human Resources

Lac La Biche County
Box 1679 Lac La Biche, AB T0A 2C0
Fax: 1-888-421-2533
Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.