

RESPONSE OFFICER

Full Time, Term

Athabasca County is seeking a Response Officer to join the Protective Services team, based at the Wandering River Rescue Base. This is a seven-month term opportunity, with a possibility of an extension.

The Response Officer reports to the Manager of Protective Services and supports regional emergency services, including fire, police, and EMS, by providing initial response to incidents along the Highway 63 Economic Corridor.

Living accommodations are available at the Rescue Base. A full description of the role is attached.

The hourly salary range for this position is \$39.85 - \$49.85.

The review of applications for this position will begin on August 12, 2026, but the competition will remain open until a suitable candidate is found. Interested candidates are invited to submit their resume to:

Interested candidates are invited to submit their resume to:

Lauren Ambrose, Human Resources Manager

3602 - 48 Avenue, Athabasca, AB T9S 1M8

hr@athabascacounty.com

RE: Response Officer

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

ROLE OF THE RESPONSE OFFICER

Description Summary:

Reporting to the Manager of Protective Services, the Response Officer shall support the regional emergency services (fire, police, and emergency medical services) by providing initial response and support to incidents that occur along the Highway 63 Economic Corridor.

Responsibilities:

Under direction from the Manager of Protective Services, the duties of the position will include the following:

1. Attend emergency scenes and assist other emergency services as required within the scope of authority.
2. Monitor highway conditions and support traffic safety initiatives as authorized.
3. Provide support and assistance to the Wandering River and Grassland fire districts.
4. Promote public safety through community involvement, positive visibility, and public relations.
5. Build and maintain a positive team atmosphere at the Fire District and foster positive relationships with internal and external stakeholders.
6. Prepare reports, correspondence, and other documentation as directed by administration.
7. Ensure compliance with all OH&S legislation and County policies and procedures.
8. Assist in emergency/disaster response as per the Emergency Management Plan.
9. Conduct routine maintenance and upkeep of the Highway 63 Rescue Base.
10. Other duties as assigned.

Qualifications & Skills:

- A minimum of three (3) years of related experience, preferably with a background in rural fire service, vehicle extrication/technical rescue, and traffic management.
- Valid First Aid certification.
- Ability to deal with stressful situations and react with good judgement, diplomacy and tact.
- Functional computer skills, including the ability to utilize Microsoft Office Suite, web browser application, and reporting systems and software.
- Valid Class 5 Drivers License and acceptable Driver's Abstract.
- A clean Criminal Record Check and Enhanced Security clearance including vulnerable sector.
- NFPA 1001, 1002, 1006, 1140 certifications (or any combination) would be an asset.
- Primary Care Paramedic (PCP) or Emergency Medical Responder (EMR) would be an asset.
- Ability to obtain Community Peace Officer 1 appointment from the Alberta Solicitor General would be an asset.
- Class 3 License and/or Air Brake endorsement would be an asset.

Other Considerations:

- This position consists of a general shift rotation of 40 hours per week and may include a rotation of day, evening, and weekends.
- Incumbent will be required to remain in the response area while on shift, unless otherwise authorized by administration.
- Staff accommodations are available at the Rescue Base.
- Position requirements involve working outdoors in any weather conditions and the risk of exposure to potentially hazardous situations.