

Cultivate Your Career



ASSISTANT CHIEF, PLANNING & LOGISTICS, FIRE SERVICES PERMANENT FULL TIME POSITION

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Emergency Services
Location	100 Giroux Road, St. Albert
Salary	\$95,423 – 116,149 per annum
Closing Date	February 5, 2023
Competition #	23/12

OPPORTUNITY

The City of St. Albert, home to more than 66,000 residents, is a beautiful growing community adjacent to northwest Edmonton. In recent years, St. Albert has ranked at the top of several national surveys recognizing us as a great place to raise a family, with an excellent quality of life and a strong sense of community. With over 100 years of service to its credit, St. Albert Fire Services is an integrated service that plays an integral role in shaping and serving our community by providing fire suppression, technical rescue and emergency medical services, hazardous materials mitigation, fire inspection, fire investigation, public education and fire dispatch to the City of St Albert.

The City of St. Albert has an exciting opportunity for an experienced, dynamic and progressive individual who has a proven track record of providing leadership and guidance within an emergency services department. Reporting to the Deputy Chief, Planning and Logistics this position is responsible for leading the procurement of goods and services, while ensuring alignment with both Operating and Capital budgets, and the development of short, medium, and long-range action and business plans. The Assistant Chief is a key leader within Fire Services leadership team, providing oversight to a team of Administrative professions, and the departments quality assurance program. This position is also responsible for the liaising and coordination of staff that are impacted by occupational and non-occupational injuries. As a result this position will encourage and foster a culture of innovation, engagement and respect. With a strong commitment to building relationships with key stakeholders, this role will promote diversity of ideas and opinions while remaining focused on maintaining a safe and collaborative environment.

QUALIFICATIONS

- An undergraduate degree in Business, Public Administration, or related field.
- A minimum of 5 years experience in emergency services with 4 years supervisory experience.
- Knowledge or experience in the delivery of pre-hospital care (EMS).
- Firefighting Certifications including:
 - NFPA 1001 Level 2
 - NFPA 1021 Level 1
 - Incident Command System 300
- Proven experience leading the procurement process (RFP/EOI/RFQ) for goods and services.
- Proven experience contributing to the development and maintenance of Operational and Capital Budgets.
- Experience in leading Committees, Working Groups, and Teams, comprised of both union and non-unionize staff.

- Proven ability to lead and manage both union and non-unionized staff, through occupational and non-occupational claims, including the oversight of individual return to work plans.
- Understanding of data collection and reporting, as well as the creation of short, medium, and long-range Action and Business plans.
- Ability to lead both internal and external audit processes required in the delivery of service excellence and industry compliance.
- Canadian Associations of Fire Chiefs, Alberta Fire Chiefs Association

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks). Please note that this position is required to work extended hours from time to time and outside standard business hours. This can result in the incumbent being flexible to take RDOs at certain times.

COMPENSATION

\$95,423 – 116,149 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.

The successful applicant will be required to obtain a satisfactory police information check.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

February 5, 2023

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.