



Position:	Protective Services - Operations Assistant
Closing Date:	May 17, 2024 or until suitable candidate is found

The County of Vermilion River is seeking a highly motivated individual to join our Protective Services Department as **Protective Services - Operations Assistant**. Reporting to the Director of Protective Services this position will be responsible for supporting essential activities in the Protective Services Department.

KEY QUALIFICATIONS:

- Post secondary education from accredited institution in a related field
- Hold a Class 5 Driver License

Additional qualifications that are considered an asset:

- Airbrake Endorsement (Q) and National Fire Protection Association (NFPA) Certification
- Experience with emergency services/military; understanding of enforcement and investigation principles
- Consideration will be given to an equivalent combination of education and experience

KEY RESPONSIBILITIES

- Assist with daily operational tasks: maintenance checks of fire apparatus and protective gear, station assignments, administrative tasks, and other duties as assigned by supervisor
- Co-ordinate regional training initiatives in conjunction with Station Training Officers and other organizations
- Participate in community engagement such as public safety awareness and fire prevention education
- Respond to and conduct investigations into complaints/violations of the Fire and Public Safety Bylaws and selected Provincial Statutes
- Inspect selected properties relating to risk management and FUS ratings
- As a member of the Emergency Co-ordinating Centre (ECC), participate in activities to enhance community emergency preparedness and response
- Participate in training and develop skills to accommodate evolving job requirements and growth opportunities
- Travel throughout County is required
- Availability to work occasional evenings and weekends

SKILLS

- Ability to focus and make sound decisions in stressful situations
- Work well under minimal supervision
- Strong written and verbal communication skills
- High degree of physical effort
- Ability to work in various types of weather and adverse conditions

A competitive salary and comprehensive municipal benefits package are available. The successful candidate will be required to provide a clear Vulnerable Sector Screening Check and drivers abstract. We appreciate the interest of all applicants, however, only those selected for an interview will be contacted. This position will remain open until a suitable candidate is found. This position is only open to those legally entitled to work in Canada.

Applications clearly marked: **"CONFIDENTIAL – PROTECTIVE SERVICES - OPERATIONS ASSISTANT"** can be submitted by **May 17, 2024**, to:

Human Resources Manager
County of Vermilion River
4912 – 50 Avenue, Box 69 Kitscoty, AB T0B 2P0
Email: hr@county24.com

All resumes and personal information provided will be handled in accordance with the Province of Alberta Freedom of Information and Protection of Privacy (FOIPP) legislation. The personal information provided to the County of Vermilion River is being collected solely for the purpose of applying for employment.