

Assistant Deputy Chief

Requisition ID: 3007

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Division/Department: Regional Emergency Services, Integrated Emergency Response

Job Location: Fort McMurray, Alberta



REGIONAL MUNICIPALITY
OF WOOD BUFFALO



GENERAL DESCRIPTION:

The Assistant Deputy Chief, Integrated Emergency Response is responsible for assisting with the leadership and management of resources (people, budget, equipment, and materials) to deliver program services within approved budget, operating policies, and procedures for Integrated Emergency Response and department wide equipment inventory. The role leads and oversees daily operations in the areas of fire operations, emergency medical services, emergency 9-1-1 communications, training, and supporting other services within Regional Emergency Services (RES) as required. Primary responsibilities of this position include:

Employee Development: Leads staff in the delivery of advice, recommendations, and decision support. Analyzes department goals and objectives and ensures tasks are aligned and meeting service levels. Responds to inquiries, assists with service delivery, and maintains best practices. Performs face-to-face supervisory tasks for assigned team members. Works with team to plan and balance workload. Ensures teams are managed fairly and consistently and that work processes are followed and coordinated to maintain defined service levels. Effectively leads employees through coaching, mentoring, performance management, and discipline. Develops and fosters positive work environments and promotes a learning environment focusing on change and innovation.

Research and Implementation: Takes a lead role in the continuous research, development, and implementation of quality, innovative, and practical approaches to Integrated Emergency Services operational services and department strategic plans. This can include, but is not limited to, areas of focus such as urban and rural fire operations, emergency medical services, emergency 9-1-1 communications, and equipment and asset management. Anticipates changes and analyzes the ongoing effectiveness of departmental programs and makes suggestions for further improvement. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals and service levels.

Departmental Guidance: Assists with the development and implementation of guidelines and procedures relative to emergency operations (SOG's). Ensures that application of SOG's and organizational policies are applied and followed consistently. Initiates and coordinates second level emergency response support. Assists the Deputy Chief with overall emergency services

delivery. Manages through direct involvement in daily operations, service delivery, budgeting and strategic planning of the overall design and deployment of various department programs and initiatives. Manages some administrative functions, record keeping, contract management, etc. to ensure that service contracts currently in place are being followed.

EDUCATION:

- Diploma in Business Administration or another related program.
- Emergency Medical Service (EMS) certification is an asset.
- Basic Emergency Management and Incident Command System (ICS) 100, 200, or 300 certification is an asset.
- Five (5) years of experience in an operational emergency services role with a minimum of two (2) years of experience as a leader.
- Experience working in a public-sector environment with unionized and non-unionized employees is considered an asset.
- An equivalent combination of education and experience may be considered.

EXPERIENCE:

- Five (5) years of experience in an operational emergency services role with a minimum of two (2) years of experience as a leader.
- Experience working in a public-sector environment with unionized and non-unionized employees is considered an asset.
- An equivalent combination of education and experience may be considered.

OTHER REQUIREMENTS:

- Submission of a Criminal Record Check.
- A valid Class Five (5) Alberta Operator's licence is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- This position is primarily based out of an office environment; however, the incumbent will be required to travel throughout the region.
- This position may require work outside of regular business hours, including evenings and weekends, as business needs require, as well as participation in an on-call standby rotation.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per section 2 of the Occupational Health and Safety Act, the incumbent shall ensure while in the employ of the Regional Municipality of Wood Buffalo the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

We appreciate the interest of all applicants; however, only those individuals selected for interviews will be contacted. Late applications will not be accepted.