



CAREER OPPORTUNITY
Fire Department Operator
Permanent Full-Time
Job #25-025

There has never been a better time for you to step into municipal employment and have a strong role in shaping your future, your career, and the community. We believe that our values of diversity, collaboration, innovation, and mutual respect bring out the best in our team and we are currently accepting resumes for a Fire Department Operator.

The Whitecourt Fire Department is housed in a modern facility with excellent equipment and apparatus. Fire Services, working with the RCMP, the Ambulance Service and mutual aid partners, is critical to our community's safety and quality of life. We serve the Town of Whitecourt and Woodlands County Fire District 1.

Primary Responsibilities:

- Reporting to the Deputy Fire Chief, this position maintains and operates the firefighting apparatus and equipment.
- Respond promptly and effectively to emergency incidents in a leadership role, ensuring the safety, coordination, and well-being of all personnel and the public.
- Respond safely and efficiently, driving the fire apparatus to emergency scenes, operating equipment, and assisting in firefighting and rescue operations.
- Participate in the On-Call Duty Officer rotation, responding as required to provide management, supervision and command of emergency incidents.
- Support operational readiness of department members, facilities, apparatus, and equipment by assisting with general maintenance and safety inspections as required.
- Assist the Training Officer in implementing training programs, including Driver/Pump/Aerial Operator courses, technical competency courses, and specialized equipment and process training.
- Manage fire equipment, materials inventory, and Personal Protective Equipment (PPE), ensuring all are maintained in good condition, arranging for repairs or replacements, and ordering supplies as required.
- Participate in community engagement and public education activities.
- Assist in reviewing, developing, and implementing rules, regulations, procedures, and standard operating guidelines to ensure consistency, safety, and effectiveness in departmental operations.
- Compile and maintain an inventory of all equipment, materials and resources.
- Contribute to Fire Department planning and provide training-specific insights and recommendations for the annual operating and capital budgets while offering input on overall department operations and resource allocation.
- Assist firefighters, officers, operations support, and public education staff as needed.
- Support professional development through mentorship and coaching to foster career progression and succession planning within the department.
- Foster and champion a safe, positive, and inclusive work environment.
- Participate in the Town's municipal safety program in all aspects and ensure that applicable safety standards and legislative requirements are adhered to.
- Foster relationships with other emergency services partners to identify and implement collaborative training opportunities and enhance efficiencies.
- Assumes other responsibilities as may be assigned from time to time.

Qualifications

- Must possess at least 3 years' experience in the Fire Service with experience responding in a leadership capacity.
- Must have successfully completed NFPA 1001 Level II, NFPA 1041 Level I, NFPA 1002 Driver/Pump/Aerial Operator (ProBoard or IFSAC), and Advanced First Aid.
- Completion of NFPA 1041 Level II, Live Fire Instructor, NFPA 1021 Level 1, NFPA 1521 Incident Safety Officer, Basic Safety Codes Officer, Fire Inspector Level I, and ICS 100, 200 would be assets; however, they are required to be obtained during the course of employment.-
- Must be able to deal effectively with the public and fire department members.
- Proficiency in computer-based programs, including tracking and records management.
- Must be able to demonstrate effective leadership, supervision, and sound judgment under stressful conditions.
- A valid Alberta 3Q driver's license with a current abstract.

The Town of Whitecourt offers a competitive compensation package to the successful applicant. The current salary range for this position is \$80,134.08 - \$86,665.28. The successful applicant must pass a pre-employment physical and criminal record check.

Interested candidates are invited to forward their resumes to the address listed below confidentially.

Town of Whitecourt
Re: Job #25-025
Box 509, 5004 52nd Avenue
Whitecourt, AB T7S 1N6
Fax: 780-778-4166
Email: hr@whitecourt.ca

While the position will remain open until a candidate is selected, we request that resumes and cover letters be forwarded to the Town of Whitecourt by May 6, 2025 in order to facilitate the interview process.