

Job Description

Municipality of the District of Guysborough

TITLE: Protective Services Operational Support

STATUS: Permanent, Full-Time (Class A)

HOURS: 4-day Work Week, Monday -Thursday or Tuesday -Friday 8:00a.m. to 5:00p.m. Evenings and Weekend engagements as required.

REPORTS TO: Director of Emergency Services

The Role:

The fire service is undergoing exciting new changes, challenges and updates and with this the Municipality of the District of Guysborough (MODG) is taking proactive steps to safeguard our community and its hardworking volunteers. Recognizing the increasing demands being placed on our dedicated volunteer fire departments and community groups, Council has established this new role to strengthen our fire service management capabilities. Emergency events are growing in both complexity and frequency; in this role you would support both the fire service and emergency management team with duties and responsibilities.

Reporting to the Director of Emergency Services, the successful candidate will provide dynamic teamwork, support and collaborate to foster strong partnerships with local fire departments and emergency management teams. This is a hands-on role designed to ensure our frontline volunteer responders have the operational and logistical support they need to succeed.

General Responsibilities:

This collaborative role within the Municipality of the District of Guysborough (MODG) works under the direction of the Director of Emergency Services to enhance emergency response services, planning, and capabilities for local volunteer fire departments and community groups. The position will help shape volunteer fire services into a modern, efficient, safe and united team to protect the residents of the MODG.

The position supports local fire departments with equipment testing, inspections, and upkeep; maintains MODG assets and supplies; and assists with community and public engagement, strengthening preparedness and improving response during emergencies.

This role works collaboratively with the Emergency Management team, supporting incident response and recovery. As well as aiding with the Emergency Coordination Centre as required.

What We Need from You:

- Grade 12 diploma or equivalent, post secondary education an asset.
- Level One Firefighting certificate considered an asset.
- Knowledge of Fire Fighting equipment, service operations, NFPA standards and fundamentals.
- An educational background in fire services and/or emergency services considered an asset.
- Prior experience in the Volunteer Fire Service
- Prior experience working in and/or volunteering with community and volunteer groups considered an asset.
- A willingness to continue education and lifelong learning.
- Candidate with a passion, strategic thinking, problem solving, team spirit, responsiveness and self driven would be preferred.
- Proactive, collaborative and ability to work as part of a team or alone with minimal supervision.
- Proficient oral and written English with the ability to communicate effectively.
- Valid Drivers license with acceptable driver abstract.
- Ability to obtain or have a Class 3 with airbrake endorsement.
- Ability to safely operate a truck with or without a trailer.
- Ability to lift heavy items, work in various weather conditions, and wear personal protective equipment.
- Knowledge of Health and Safety laws, regulations and risk assessments within a workplace.
- ICS training is considered an asset.

Maintains Liaison With:

- Director of Emergency Services
- CAO, Deputy CAO and other Directors as required
- Fellow employees and colleagues at the MODG
- Volunteer Fire Departments
- Fire Training Facilities and Providers
- Community groups
- Other individuals and organizations as appropriate

- General Public

Specific Responsibilities Related to Fire and Emergency Services:

- Establish a solid working relationship within the MODG, volunteer fire departments, Director and staff.
- Support departments with testing, inspection and equipment checklists on all volunteer fire service equipment and vehicles.
- Assist outside contractors with equipment testing and inspections for volunteer fire departments within the MODG: such as SCBA inspections, hose and truck flow testing and delivering vehicles to mechanic for yearly/biannual inspections.
- Maintain inventory, an inspection schedule and tracking of assets, supplies and equipment using software provided.
- Assist with testing and training programs for volunteer fire departments in MODG.
- Community and public engagement for fire and emergency services preparedness and prevention.
- Participate in training and development of skills related to Fire services and Emergency Management.
- Attend mutual aid and fire meetings as required.
- Assist with Emergency Management operations and training.
- Ability to work under pressure and make critical decisions.
- Willingness to learn and/or knowledge of tools, equipment, and personal protective equipment (PPE) commonly used for fire suppression.
- Willingness to learn and/or knowledge of tools, equipment, strategies, and principals involved in wildfire suppression.
- Respond effectively, respectfully and efficiently to Director and/or other Senior Leadership and/or other staff members.
- Represent MODG at professional development, conferences and events focused on fire services and or Emergency Management.
- Be proficient with Word, Excel, PowerPoint and Outlook.
- Active participation in certifications such as but not limited too; CPR and first aid, ICS, Fire fighting certification, etc.
- Perform all duties that relate to the position as assigned by the Director of Emergency Services and/or Deputy Chief Administrative Officer.