

Community Services Department | Permanent Full-Time Position | Monday - Friday |
8:00am - 4:30pm (40 hrs/week) + meetings and events outside of regular business hours

The Opportunity

Lacombe County has an opportunity for an experienced leader as the **Manager of Fire and Emergency Services**. Reporting to the Director of Community Services, this position is responsible for implementing the County Fire Services and is also appointed as the Director of Emergency Management for the County.

Key Responsibilities

- Provide administrative direction and leadership to Council, Administration, and partnering Fire Departments for all fire department functions (i.e. fire suppression, fire training, fire prevention, workplace health and safety programs, public safety, policy and procedure development, etc.).
- Manage the administration of the District Fire departments, including budget, business plans, fleet and equipment management, records and correspondence, reporting, and communications, etc. When required, provide support for District Fire department emergency response activities (i.e. attend emergencies and assume appropriate role, oversee the fire investigation, etc.).
- Lead the Lacombe County Emergency Management program as the Director of Emergency Management (DEM). Act as the primary liaison with partnering organizations.

Key Qualifications

- Proven ability to plan, lead, and manage department administrative and management activities (several years of demonstrated leadership and supervisory experience of fire/emergency personnel preferred).
- Comprehensive knowledge of principles, practices and procedures of disaster preparedness, emergency operations center management and incident command systems.
- Possess a strong customer service oriented philosophy with a proven history of building and maintaining relationships with diverse stakeholders. Proven ability to foster effective working relationships with employees, community partners, general public, etc. Proficient interpersonal and communication skills required.
- Relevant post-secondary education/additional certifications including the NFPA 1001 Level 2, Fire Instruction, Fire Inspection, Fire Investigation, legislated emergency management training requirements, First Aid, CPR, H2S, Defensive Driving, and Safety Codes Officer certification (or the ability to obtain the certifications).
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, and Outlook). Experience in fire management software is an asset.
- This position is required to attend some emergencies located throughout the County. Preference will be given to candidates who are willing to relocate within (or near) the area of Lacombe County.

Why Lacombe County?

Lacombe County is committed to maintaining a vibrant, healthy, safe, caring and inclusive work environment. We hire great people who are looking to contribute to our respectful workplace. We support a work-life balance and offer an excellent compensation package.

To express interest, please forward your application no later than
8AM, Sept 25, 2023 to: hr@lacombecounty.com.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.

Please note: All applicants must be legally entitled to live and work in Canada.

This competition may remain open longer until a suitable candidate is found.

Lacombe County is committed to protecting the health and safety of its employees and has a Substance Abuse Prevention Program Policy. This position is considered a safety/sensitive position.

The successful applicant will undergo Pre-Employment Drug and Alcohol Testing.

The successful candidate will be required to submit a valid and acceptable Alberta Class 5 driver's license upon hire.