

DIRECTOR OF EMERGENCY SERVICES

The Town of Coalhurst invites qualified candidates to apply for the full time position of Director of Emergency Services. The Director of Emergency Services will be responsible for the overall operation, leadership and support for the Coalhurst Fire Department, as Fire Chief, in accordance with bylaws, plans, programs and policies approved by Town Council, in accordance with Federal or Provincial statutes. In addition, this position will perform the duties of Director of Emergency Management and be part of the Town's Municipal Emergency Management Agency, working closely with the Chief Administrative Officer and the Emergency Advisory Committee. Management/updating of the Municipal Emergency Plan and overall emergency preparedness for the Town, updating the Emergency Operations Centre and ensuring training under the Emergency Management Act will be responsibilities for this position.

The ideal candidate should possess the following qualifications:

- Recognized professional training in Fire, Rescue and Medical services
- A minimum of five (5) years experience in a position of responsibility and leadership within Fire/Emergency Services or Emergency Management
- Previous experience working with volunteer firefighters
- Training requirements including NFPA 1001 – Level 2, 1072, 1041 – Level 1, 1021 – Level 2, 1031 – Level 1, 1033, ICS 300, Safety Codes Officer – Group B1 Inspector, Safety Codes Officer – Group C1 Inspector, Director of Emergency Management Certification
- Mature written communication and report writing skills
- Computer skills with experience in MS Word, Excel
- Ability to hold confidential matters in strict confidence

The Town of Coalhurst offers a competitive salary, dependent on qualifications and experience, including a comprehensive benefits package.

Interested applicants are invited to submit their resume and cover letter by mail, fax or e-mail by November 22, 2021 to:

Mailing address: Box 456 Coalhurst, Alberta T0L 0V0
 Attention: Mr. R.K. (Kim) Hauta, Chief Administrative Officer
Fax: 403-381-2924
e-mail: rkhauta@coalhurst.ca

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