

## The opportunity

Leduc County is looking for an experienced and highly motivated Shift Captain to join our team. Reporting to the Platoon Chief, this exciting opportunity supervises and oversees the daily operations of fire personnel and the fire station. As a member of the Fire Services team the Shift Captain provides fire and emergency response services within their scope of practice. The shift captain is a contributor to the achievement of the department's operational deliverables.

## About us

We support the employee experience and are dedicated to providing and maintaining a healthy work-life balance and environment for our employees.

Leduc County's mission is to lead the way for people and business to thrive. Our vision is to create a caring and growing community at the centre of industry and agriculture. Leduc County's operations are guided through our values of:

- *Accountability* – we look after the best interests of Leduc County citizens.
- *Integrity* – we follow through on our commitments.
- *Passion* – we believe in the good that local government can provide and will carry out our roles in a way that shows the importance of local government.
- *Responsiveness* – we act quickly to provide local programs, services, facilities and amenities that our citizens require.

## About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

You are motivated by your desire and responsibility to help and serve people. You are a leader and a communicator who can easily bring together a team to achieve a goal. You understand and can navigate through the complexities of working with both full-time and paid on-call firefighters.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

## What you will do

- Manages and attends emergency calls, training sessions and maintenance of apparatus and fire equipment,

following all established policies, administrative directives and standard operating guidelines (SOGs).

- Assumes command when necessary.
- Maintains the safety of Firefighters at all times.
- Maintains knowledge of current strategic and tactical methods of dealing with firefighting, rescue and emergency control, including incidents involving dangerous goods.
- Provides consistent mentorship, guidance and strong leadership to all fire personnel.
  - Supports Platoon Chief with conducting annual performance reviews and providing ongoing feedback and mentorship to firefighters on shift.
- Assists Platoon Chief as required with activity reports, timesheet tracking, policies and regulations and various other administrative responsibilities.
  - Helps maintain records management of emergency events and fire personnel at the station by providing verification that all reports are complete within an acceptable time frame.
  - Monitors the condition of the fire station and reports any issues to the Platoon Chief.
  - Liaises with Platoon Chief and other departments as necessary.
  - Escalates matters to Platoon Chief.
- Performs duties as a County Fire Guardian.
- Adheres to Leduc County's policies, administrative directives and Fire Services SOGs.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

## What you need to succeed

### *Must-have*

- A high school diploma or equivalent.
- A class 5 driver's license with Q (airbrakes) endorsement.
- Certification in National Fire Protection Association (NFPA) 1001-Level I and II.
- NFPA 1002 Operator pump, and aerial (or equivalent).
- NFPA 1021 Fire Officer Level I.
- NFPA 1041 Fire Service Instructor Level I.
- Incident Command System (ICS100 and ICS200).
- Minimum First Medical Responder (FMR) medical certificate.
- Three (3) years of experience in a supervisory role within the fire service.
- Successful security clearance for the vulnerability sector is required.
- Successfully complete a medical and psychological health assessment.



### ***Nice to have***

A class 3 driver's license with Q endorsement (airbrakes). A combination of education and experience may be considered.

### **What's in it for you**

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary (currently under review), municipal pension plan, three-weeks vacation allocation, and an employer-paid comprehensive benefits package.

The opportunity is permanent full-time working shift work to provide 24 hours a day, 7 days a week coverage in the County. The office is located at 101-1101 5 St. Nisku, AB.

### **How to apply**

Applications must be submitted on our website at [careers.leduc-county.com](https://careers.leduc-county.com) to be considered. This opportunity will remain open until April 7, 2023.

We thank all applicants however only those selected We thank all applicants however only those to move to the next step in the recruitment process will be contacted.