

The Municipality of Strathroy-Caradoc – Full-Time Job Opportunity

Administrative Assistant - Fire Services

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc's Fire Services Department is currently accepting applications for one (1) full-time permanent Administrative Assistant - Fire Services.

Position Summary:

The Administrative Assistant - Fire Services, under the direction of the Director of Fire Services / Fire Chief, provides administrative support to the Fire Services department, the Fire Chief, Deputy Fire Chief, and all three of the Municipality's fire stations. Areas of support include, but are not limited to Volunteer Firefighter time and attendance, purchasing, document filing, coordination of contracted services, government reporting, and the coordination of department initiatives.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Maintain the department's filing system, ensuring that records are up-to-date, accurate, and easily accessible
- Maintain compensation information for Volunteer Firefighters and complete payroll submissions
- Assist in scheduling meetings, appointments, and events for department personnel
- Track and code department expenses, providing updates to the Fire Chief as necessary
- Coordinate and manage purchasing for the department and all three stations, including the purchase and assignment of Dress / Station Uniforms (including tank identification and custom badges), station equipment, and stock and supplies
- Serve as a point of contact for internal staff, community members, and external partners
- Coordinate department schedules and activities to ensure smooth operations
- Assist in the preparation and delivery of department communications, newsletters, or updates.

- Work directly with senior fire officers to ensure administrative functions are completed efficiently and correctly
- Manage and maintain the entry of all fire incident information into the department's incident management system for submission to the Office of the Fire Marshal
- In consultation with the Fire Chief and Deputy Fire Chief, coordinate the scheduling and implementation of training for Volunteer Firefighters. Manage and monitor the training system, and maintain training records and other training documentation
- Act as recorder for department meetings and other meetings as required, preparing agenda, minutes and reports
- Coordinate contracted services under the Fire Chief's direction
- Participate in the development of Standard Operating Guidelines (SOGs) regarding administration as well as fire operations. Advise the Fire Chief of policies and procedures applicable to administrative functions
- Maintain Firefighter fire ground identification system and administer new or revised tags as required
- Assist the Fire Chief, Deputy Fire Chief, and Human Resources with recruitment activities, as required
- Maintain training records for each firefighter, including completed certifications, training sign-offs and driver licence renewals
- Process cost recovery from Motor Vehicle Collisions / Car Fires through the Ministry of Transportation and insurance companies
- Coordinate with the Legal and Legislative Services department on Freedom of Information requests
- Process incoming and outgoing mail, emails, and phone calls, directing inquiries to the appropriate personnel
- Attend conferences, training and meetings as required
- Undertake special projects and performs other related duties as assigned

Qualifications:

- Post-secondary training in Office Administration or equivalent. A diploma or degree in Office Administration or equivalent an asset.
- Minimum 2 years related administrative support experience; Experience in a Fire Service, Municipal Setting or Public Safety considered an asset
- Experience using FirePro an asset
- Excellent interpersonal, written, oral and public relations skills, with a focus on customer service excellence by adhering to the Municipality's Customer Service Standard policy
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and virtual meeting platforms
- Ability to work successfully with a team or independently
- Ability to consistently maintain a high degree of confidentiality
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 3 - \$50,177.40 to \$62,717.20 per year (Currently under review).

Benefits: Comprehensive benefits package including enrolment in the OMERS defined benefit Pension Plan.

Posting Type: Existing Vacancy

Closing Date: April 22, 2025 @ 4:00pm

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.