

## **The opportunity**

Leduc County is looking for an experienced and highly motivated Shift Captain to join our team. Reporting to the Assistant Deputy Fire 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 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.

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 leadership to all fire personnel.
  - Supports assistant deputy fire chief with conducting annual performance reviews and providing ongoing feedback and mentorship to firefighters on shift.
- Assists assistant deputy fire chief as required with activity reports, timesheet tracking and approval, 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 assistant deputy fire chief.
  - Liaises with assistant deputy fire chief and other departments as necessary.

- Escalates matters to assistant deputy fire chief.
- Performs duties as a County fire guardian.
- Adheres to Leduc County's policies, administrative directives and Fire Services' Standard Operating Guidelines (SOG).
- Accountable for the work groups' 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*

- This position requires a high school diploma or equivalent supplemented by:
  - Certification in National Fire Protection Association (NFPA) 1001-Level I and II.
  - Certification to NFPA 1002 Operator, pump, and aerial (or equivalent).
  - 1021 Fire Officer Level I.
  - 1041 Fire Service Instructor Level I.
  - Incident Command System (ICS100 and ICS200).
  - Minimum First Medical Responder (FMR) medical certificate.
- A class 3 driver's license with Q (airbrakes) endorsement.
- Excellent interpersonal, public relations and presentation skills.
- Three years of experience in a supervisory role within the fire service.
- A working understanding and demonstration of the ability to work with full-time and paid on-call firefighters.
- Competency in data entry using various software including Microsoft Excel and Microsoft Word.

## 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 hourly salary of \$55.87, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 42 hours per week scheduled on a shift rotation for 24-hour, 7 days per week coverage, with some extended hours to meet operational requirements. Nisku South District Station is located at 4522 – 27 Street East, Edmonton International Airport, AB T9E 0V3.

## Application Process

Selected applicants must succeed in each step of the application process to move forward:

Step 1 – Submit application (applications MUST include a recent, clean criminal record check and driver's abstract to be considered).

Step 2 – Aptitude test.

Step 3 – Medical review.

Step 4 – Firefighter Occupational Fitness Test (FOFT).

Step 5 – Interview.

Step 6 – Reference checks.

Step 7 – Potential job offer.

## How to apply

Applications must be submitted via the blue 'apply now' button below to be considered. Please ensure that all applications include a recent criminal record check and driver's abstract for consideration.

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