

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: FIRE SERVICES COORDINATOR
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4	Approval Date: March 3, 2025

General Job Responsibility

Fire Services Coordinator shall be responsible for building and managing effective relationships to ensure effective fire protection in the municipality, coordinating and facilitating fire service meetings, programs and events, researching legislation and best practices to effectively assist fire departments, oversight of the municipality's bylaws and agreements with fire departments, assisting with budgets, capital plans and procurement for fire departments, assisting with developing of fire services boundary review, assisting with administering Worker's Compensation for fire departments, acting as alternate REMO Coordinator and carrying out other duties and responsibilities as may be assigned from time to time. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output subject to approval by their supervisor.

Accountability

This position reports directly to the Manager of Protective Services.

Specific Job Responsibilities

1. Builds and manages effective relationships with staff and key partners including fire protection service providers, ground search and rescue, local governments, senior governments, non-government agencies, community groups and the general public in order to ensure effective fire protection in the municipality.
2. Provides collaborative leadership and shares information on common issues regarding fire prevention and suppression, new technologies, emergency management, recruitment, retention, benefits and communications and provides expertise and advice to fire services to ensure certification standards are adhered to on an ongoing basis.
3. Coordinate and facilitates the County of Annapolis' fire services meetings and serves as the County's representative, including communicating meetings per policy of council, preparing agendas, and taking minutes.
4. Coordinates programs and events with fire departments including delivery of educational sessions to the public, annual banquets and services awards, etc. ensuring communication with appropriate key partners.
5. Research legislation and best practices to assist volunteer fire departments in ensuring that regional fire services strive to meet regional, provincial and federal legislation and guidelines, such as the Office of the Fire Marshal, Workers' Compensation Board of Nova Scotia, Occupational Health and Safety Regulations, National Safety Code Standards, etc., and provides advice to the Manager of Protective Services regarding issue that impact the Municipality.

6. Reviews, manages and updates the Municipality's agreements held with Volunteer Fire Departments for the delivery of fire services within the municipality and identifies areas of risk and makes recommendation to the Manager of Protective Services for improvements to Fire Services within the municipality.
7. Coordinates with Fire Departments and other key partners to maintain Fire Services Bylaws, Mutual and Automatic Aid Agreements and recommends changes as appropriate.
8. Cooperatively develops long-term budgets and capital plans for each of the fire protection areas through collaboration with fire departments, Manager of Protective Services, and the municipality's finance department, including business cases for capital purchases while ensuring contracts are adhered to and resolves issues with vendors as necessary.
9. Provides input for annual operating budget of the Municipality and fire service areas; controls spending within the approved portion of the budget and reports to Manager of Protective Services regarding any anticipated variances, identifying resource requirements to undertake work plans and recommends appropriate actions.
10. Administers the procurement of capital acquisitions and manages capital projects on behalf of volunteer fire departments within the Municipality's policies and procedures, participates in the tendering, negotiation and awarding of contracts where required.
11. Assists with the development of fire service area boundary amendments and with determining the feasibility of delivering fire protection and rescue services outside of existing boundaries, facilitating conflict resolutions in jurisdictional fire service matters when required.
12. Participates in the development, review and maintenance of policies, guidelines, standards, plans, programs and grants that govern fire suppression model, training and services of fire departments and executes and administers approved policies and procedures within established budgets.
13. Acts as alternate Regional Emergency Management Organization Coordinator, supporting Emergency Operations Centre (EOC) in the event of an emergency.
14. Assists in the administration of Worker's Compensation for all fire departments within the municipality in collaboration with Finance and Payroll Clerk to verify WCB premium costs on a quarterly basis and Human Resources in administering any WCB claims that arise relating to the fire departments.
15. Prepares reports for Manager of Protective Services on various topics and issues during the year as requested.
16. Other duties and responsibilities as may be assigned from time to time by the Manager of Protective Services.

Qualifications and Expectations

Candidates for this position must possess as a minimum, a degree, diploma or certificate in business administration, emergency management, General Fire Service Administration or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years experience working in a administrative role, ideally supporting fire services or within a public sector organization, knowledge or experience in municipal fire services and emergency management and incident command systems (ICS) with preference given to those whose experience is directly or indirectly working with a municipal or provincial government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have exceptional reading, writing, and communication skills, the ability to work independently and manage multiple tasks, strong organizational skills and attention to detail, a positive working relationship with all staff, elected officials, fire departments and regional key partners, be fluent with Microsoft Office, be comfortable working in a time sensitive, fast-paced work environment, with high political and social media attention while maintaining confidentiality, often with short timelines. This position will occasionally require work outside of normal office hours including evenings and weekends and must be available to respond to emergency situations when required.