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| Coat of Arms 1 | 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: **July 9, 2025** |

**General Job Responsibility**

Fire Services Coordinator shall be responsible for building and maintaining meaningful relationships with fire services in the municipality, including coordinating Fire Service Committee meetings / events and researching / sharing legislative requirements and best practices to support effective and efficient fire department operations, assisting with municipal registration, budgets, capital plans, financial reporting, and procurement for fire departments, facilitating and supporting administration of Worker’s Compensation for fire departments, as well as performing statutory duties as Alternate Regional Emergency Management Organization (REMO) Coordinator as required. 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. Build and maintain positive relationships with key stakeholders including fire departments, ground search and rescue, non-government organizations, community groups and the public, to support collaborative and effective emergency services in the municipality.
2. Research legislation / regulations and best practices to assist volunteer fire departments in meeting evolving regional, provincial, and federal requirements and guidelines, including but not limited to fire safety principles, practices, and training (Office of the Fire Marshal), *Workers’ Compensation Act / Firefighters’ Compensation Regulations* (Workers’ Compensation Board), *NS Occupational Health & Safety Act and Regulations*, and *National Fire Code of Canada*.
3. Support fire services to develop long-term budgets and capital plans for each of their departments in accordance with county policies.
4. Assist fire departments to create economies of scale and increase purchasing power through joint acquisition and tendering.
5. Create and maintain a fire apparatus inventory.
6. Participate in the development, review and maintenance of policies, guidelines, standards, plans, programs, and grants related to fire suppression models, training, and services.
7. Participate as a County representative in consultations regarding the provincial fire services review.
8. Coordinate and facilitate the County’s Fire Services Committee meetings, including providing meeting notices and invitations, preparing agendas in consultation with the chairperson, and taking minutes and coordinating programs and events with fire departments including public education sessions, annual fire department banquets and services awards and communication with key partners and stakeholders.
9. Act as Alternate Regional Emergency Management Organization (REMO) Coordinator, supporting Annapolis County Emergency Operations Centre (EOC) in the event of an emergency.
10. Assist 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 administer WCB claims that arise relating to fire departments.
11. Prepare reports for Manager of Protective Services on diverse topics and issues during the year as requested; and other reasonably-related duties and responsibilities as may be assigned.

**Qualifications and Experience**

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 combination of these educational requirements and lived experiences.

The candidate must have a minimum of five (5) years experience working in a public sector administrative role, ideally supporting fire services; and knowledge / experience in municipal fire services, emergency management and incident command systems (ICS). Preference will be given to candidates with experience in a municipal or provincial government organization.

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. Employee must be fluent in Microsoft Office 365, comfortable working in a time sensitive, fast-paced work environment, familiar with navigating social media attention in sensitive political environments, discrete and able to maintain confidentiality and meet short timelines and deadlines.

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.