

EMERGENCY VEHICLE FLEET COORDINATOR

Full-Time / Permanent

Located in the heart of Central Alberta, Red Deer County provides a wonderful mix of rural and urban amenities. Over 97% of County residents report high satisfaction with their quality of life, making Red Deer County a great destination for both living and working.

Red Deer County is a great place to work! It is much more than just a job to go to. It is a place where everyone plays an important role. At Red Deer County, we believe that mutual trust and respect, shared responsibility, and open communication are essential characteristics for creating personal success within a first class working environment.

Red Deer County has a permanent, full-time position for a dynamic and highly motivated **EMERGENCY VEHICLE FLEET COORDINATOR** to supplement our ongoing focus in the delivery of customer service excellence.

Key Responsibilities

Reporting to the Deputy Chief - Operations, the Emergency Vehicle Fleet Coordinator is responsible for managing and providing mechanical duties for the preventative maintenance and repair of Red Deer County's diverse fleet of emergency response vehicles, fire apparatus, as well as equipment and breathing apparatus. In addition, this position will be training as a "Basic Safety Codes Officer" in the fire discipline, and as a "Firefighter" in order to respond to emergency calls, as required.

Detailed duties of the Emergency Vehicle Fleet Coordinator position include, but are not limited to:

- Ensure the overall effective, efficient, and safe operating condition of Red Deer County's emergency vehicles, protective service fleet, and equipment while ensuring appropriate guidelines, operational standards, and compliance with required legislation.
- Conduct regular maintenance, inspection, and service on department apparatus and emergency vehicles.
- Assist with establishing preventative maintenance policies and programs for protective service vehicles and equipment.
- Provide technical support and training for departmental personnel in relation to the fleet.
- Create and maintain apparatus and equipment records in conjunction with the Information Management Department.
- Establish and maintain a repair facility with parts and shop inventory.
- Assist with developing specifications for the purchase of apparatus and equipment.
- Participate in incident investigation when the incident includes departmental apparatus or equipment.
- Participate in on-call rotation coverage and actively respond to incidents.
- Assist with fire inspections and fire investigations, as required.
- Provide capital and operating budget recommendations to the Deputy Chief – Operations with respect to fleet additions and deletions.
- Attend board/committee meetings, and provide information to the appropriate public/private companies, agencies, and departments.
- Undertake other tasks, projects, and responsibilities as required within the scope of the position.

Qualifications

- Completion of a high-school diploma plus a minimum of seven (7) to ten (10) years related fire response experience.
- Minimum of seven (7) to ten (10) years' experience as a Heavy Duty Mechanic plus a minimum of five (5) years' experience as an Emergency Vehicle Technician with emergency vehicles and equipment.
- Heavy Equipment Technician On-Road and Off-Road certification (Red Seal).
- Master Fire Apparatus Technician certification (EVT).
- CFC / HCFC / HFC Control in Refrigeration and Air Conditioning Industry.
- Superior technical and mechanical aptitude with a working knowledge of computerized mechanical diagnostic tools.
- IFSAC / Pro Board certifications: NFPA 1001 Level 2, NFPA 472/1072 Operations
- Completion of 1002 Driver/Operator, NFPA 1051, NFPA 1021 Level 1, with other NFPA or related certifications considered an asset
- Basic Safety Codes Officer in the Fire Discipline with the objective of obtaining the B1/C1 qualifications through planned professional development programming.
- Alberta Class 3 Drivers' License with "Q" endorsement.
- Current Standard First Aid Level C with AED certification.
- Knowledge of legislation, regulations, and standards, including the following:
 - Occupational Health & Safety Act (OHS); Canadian Standard Association (CSA); Underwriters Laboratories of Canada (ULC) & National Fire Protection Association (NFPA).
- ICS 200 as a minimum; ICS 300 and the Alberta Basic Emergency Management certification is preferred.
- Experience with the Microsoft Office Suite and knowledge of or ability to learn additional software programs specific to department functions.
- Ability to learn and adapt to changing conditions.
- Excellent customer service skills with a high level of verbal communication to establish and maximize business related contacts and relationships.
- High level of written communication with emphasis on report writing and record accuracy.
- Acceptable Criminal Records Check with Vulnerable Sector.
- Acceptable Drivers' Abstract.
- Experience in a local government environment is considered an asset.

Additional Information

This is a permanent, full-time position. Red Deer County offers a competitive compensation package, learning opportunities, and work hours that enable a superior work-life balance.

Qualified parties are requested to submit a detailed resume and cover letter to the Human Resources Department no later than **4:30 p.m., Tuesday, June 29th 2021** to:

Jennifer Dennis - Human Resources Coordinator
Red Deer County Centre
38106 Range Road 275
Red Deer County, AB T4S 2L9
jdennis@rdcounty.ca

We thank all applicants for their interest; however, only those invited for an interview will be contacted.