



Job Title:	Fire Services Coordinator	Department:	Administration
Reports to:	Chief Administrative Officer	Union:	Union
Salary Range:	Level 4	Position Type:	Permanent
Hours	Full time	Location	Office/Hybrid
		Travel Required	Yes

Job Description

Role and Responsibilities

The Fire Services Coordinator for the Municipality of the County of Richmond (the “Municipality”) is responsible for operational, research, and planning support to the volunteer fire departments (VFDs) operating within Richmond County and plays a key role in the administration of municipal fire services.

Specific Duties Include:

- Assist VFDs with the coordination of recruitment, training, and skills building of volunteers and the development of core service standards.
- Research, develop, and implement new training materials specifically for volunteers in conjunction with the Richmond County Fire Services Committee.
- Collaborate with VFDs and the municipality to maximize purchasing power for equipment and supplies.
- Review and recommend amendments of municipal operating budgets, grant program and funding formulas as it relates to VFDs.
- Develop or compile documents, correspondence and materials required for reimbursement related to federal, provincial, municipal and non-governmental grants or other funding sources.
- Update and maintain inventory of existing fire and emergency services infrastructure within the municipality, including fire department buildings, halls and comfort centres, firefighting apparatus and associated capabilities, fire service communication equipment and other infrastructure such as dry hydrants, air compressors, bunker gear, etc.
- Periodically observe working procedures to ensure proper utilization of equipment and ensure safe working procedures.
- Prepare and present information gathered with respect to fire services to the general public at public meetings, Council, VFDs, emergency services providers, etc.
- Remain up-to-date and informed of federal, provincial and municipal regulations and directives affecting emergency planning and operations.
- Liaise with provincial fire and safety officials to obtain the latest information and/or procedures in safety methods.
- Participates in the development and maintenance of emergency management plans related to fire services and coordinate efforts with Western Cape Breton REMO.

- Represents the County on fire service-related provincial councils and boards.
- Other duties as assigned.

Qualifications and Education Requirements

Education / Work Experience:

- Minimum of five (5) years of related experience in fire services.
- Completion of Level One (1) Fire Fighter training is considered an asset.
- Experience as a Fire Officer and/or delivering training as a Fire Service Instructor is considered an asset.
- Fire investigation training is considered an asset.
- Valid Nova Scotia Class 5 Driver's License and clean driver's abstract.
- Clear Criminal Record and Vulnerable Sector Checks

Skill Requirements:

- Knowledge and proficiency in the use of MS Word, Excel, and PowerPoint.
- General knowledge and understanding of finance and budgetary planning within the context of municipal fire services.
- Record/File Keeping is a major function of this role. (Both electronic and paper)
- Able to prepare and maintain records and reports and able to plan, prioritize, and execute initiatives and tasks as assigned.
- Able to lead and facilitate discussions, events, sessions, meetings, etc.
- Able to clearly and concisely communicate with various stakeholders, including VFDs, municipal authorities, government bodies, etc.
- Able to collaborate and relationship build between VFDs and the municipality and between all VFDs across the municipality to foster an integrated approach.
- Able to adapt communication strategies to effectively engage and connect with diverse audiences, ensuring clear understanding and cooperation.
- Able to recognize, address, and advocate for the needs of VFDs while understanding municipal resource limitations.
- Knowledge and understanding of fire services and standards, in particular the services provided by volunteer fire departments within the municipality.
- Knowledge and understanding of the National Fire Protection standards and other relevant legislation and regulations.
- Able to establish and maintain positive and cooperative working relationships with



co-workers, outside agencies, community organizations, other levels of government, and the general public.

- Able to apply sound decision-making, a high degree of good judgment, diligence, and duty of care.
- Able to work efficiently with minimal supervision, self-motivated, and work well independently.
- Able and willing to partake in and retain relevant, site-specific training such as (but not limited to) WHMIS and First Aid, and all relevant safety courses.

Working Conditions

ENVIRONMENT DEMANDS	Balance between administrative and field work, but mainly office. Exposure to emergency response environments, including noise, varying weather conditions, hazardous materials, and potentially dangerous, unpredictable, and dynamic situations.		
PHYSICAL DEMANDS	A level of physical fitness to meet demands of emergency situations and training; ability to lift, carry, push, pull or otherwise move items weighing up to 25kg; climbing, bending, crouching, reaching above shoulder level, using hand(s) for simple or firm grasping, kneeling; stamina and endurance to sustain performance during prolonged periods of activity.		
PSYCHOLOGICAL DEMANDS	Potential for high-stress situations requires ability to remain calm; critical thinking skills to assess situations, prioritize actions, and allocate resources appropriately; build and maintain positive relationships that support successful coordination efforts.		
Reviewed By:		Date:	
Approved by:	CAO	Date:	
Last Updated By:	CAO	Date:	