



**COUNTY OF HASTINGS  
HASTINGS-QUINTE PARAMEDIC SERVICE**

**DEPUTY CHIEF – OPERATIONS MANAGER**  
**Permanent Full-Time**

**2022-NON-HQPS-262**

Hastings-Quinte Paramedic Service is seeking applications for the position of permanent full-time **Deputy Chief – Operations Manager**. This is a **non-union position** reporting to the Chief – Paramedics and Director of Emergency Services. This position is responsible for providing leadership, overseeing and supervising paramedics, superintendents and the general operation of the service. May be required to perform duties as outlined for supervisors from time to time.

Hastings County, located in Central Ontario, just a short drive from the world renowned Sandbanks Provincial Park, is abundant in historical and natural wonders. The rural lifestyle remains strong here, and you will find our unique artisan and antique shops make for a wonderful day of shopping and exploring our small towns, villages and hamlets. Not to be forgotten is the thriving urban centres of Belleville and Quinte West nestled along the northern shore of the Beautiful Bay of Quinte offering an enticing waterfront trail, a state of the art marina and the new Shorelines Casino. Hastings County is the ultimate combination of urban and rural living.

**Hastings Quinte Paramedic Services** is a progressive, forward thinking service providing emergency services to the entire County with fully staffed bases located in the urban centres as well as rural posts. HQPS prides itself on exceptional programs and process to ensure employee Health, Safety and Wellness. Initiatives include: an established Peer Support Group and a fully committed Wellness Committee.

**JOB DUTIES**

- Ensure staff are in full compliance with all policies and procedures established by the Corporation of the County of Hastings, Hastings-Quinte Paramedic Services, Ontario Ministry of Health, Regional Paramedic Program for Eastern Ontario and the medical director.
- Ensure staff provide patient care in accordance with the applicable standards review completed ACRs and related documentation.
- Ensure patients are transported to a facility as directed by the communication centre or to the nearest medical facility that provides the type of care required, when there is no such direction given.
- Ensure all vehicles, patient care and accessory equipment is maintained in a clean and sanitary condition and that a preventative maintenance program is in place and followed.
- Ensure the preventative maintenance program is followed and arranges for vehicle service and/or repair per current policies and/or procedures when required.
- Ensure all vehicles are maintained in proper working order and determine vehicle serviceability due to mechanical or other failures.
- Instruct staff to remove from service any vehicle or piece of equipment that is not in proper working order.
- Ensure no ambulance or emergency response vehicle is modified in such a way that it contravenes the standards set out in the Regulation.
- Monitor supplies to ensure that an adequate stock of accessory equipment, medical supplies and oxygen is available at all bases.
- Responsible for controlled medications and proper storage and handling of biomedical waste.
- Ensure the service's reaction time for emergency calls is being met and if not met following up with staff
- Ensure shift vacancies are covered due to illness or injury as required.

- Liaise with CACC, allied agencies and other service operators to ensure that EMS operations continuously meet service demands.
- Ensure all staff work in accordance with the Occupational Health and Safety legislation as well as County and services policies and procedures.
- Review and follow-up on incident, occurrence, accident, and other reports and investigate as required.
- Ensure any employee who is injured receives appropriate and required medical care.
- May be required to act as Co-Chairperson of service Joint Health and Safety Committee.
- Function as service duty officer (secondary or primary) when assigned and respond promptly
- Delegation to act on behalf of the Chief/Director in his or her absence.
- Liaise with County administration and other departments as required. Participate in budget preparation.
- Participate in Leadership Team meetings and serve on committees as required.
- Effectively communicate with other members of the senior leadership team, Superintendents and.
- Conduct Superintendents meetings.
- Review and/or complete staff, Superintendent and Maintenance Supply Technician Staff Evaluation Reports.
- Contact the Chief/Director and respond to and report complaints as required.
- Deal with labour relations issues as required.
- May provide information and comments to allied agencies and media as allowed under current service policy, when required.
- Update and distribute changes to administrative and staff policy and procedure manual as required.
- Protect own health and health of others by adopting safe work practices, report unsafe conditions immediately and attend all relevant in-services regarding occupational health and safety. Follow all guidelines for employees and employers as legislated under the Ontario Occupational Health & Safety Act.
- Other related duties, as assigned from time to time

#### **QUALIFICATIONS:**

- As per Regulations made under the Ontario Ambulance Act (if acting as a Paramedic)
- University degree in a Health Sciences-related discipline preferred or an equivalent combination of 4 years of relevant post-secondary education and/or previous experience at the Deputy Chief level.
- Minimum six to eight years' experience in the paramedic field with three to five years in a management/supervisory role.
- Ability to work with minimal supervision and demonstrate sound decision making, time management, problem solving and conflict resolution skills.
- Ability to prioritize and work efficiently and accurately to meet deadlines in a fast-paced environment.
- Superior planning and management skills.
- Strong interpersonal skills, patience, and oral and written communication skills to effectively communicate with the public, staff, and external service providers.
- Proficient in the use of Microsoft Office as well as other relevant computer applications.

**Hours of Work:** Monday to Friday, 8:30am-4:30pm, 40 hours weekly

**Salary Range:** \$111,854 - \$130,824 per annum, plus excellent fringe benefits

**Closing:** Friday, July 29, 2022 by 4pm

Human Resources Department  
County of Hastings  
235 Pinnacle Street  
Belleville, Ontario K8N 3A9

**Please forward applications to:** [careers@hastingscounty.com](mailto:careers@hastingscounty.com) and quote posting number **2022-NON-HQPS-262**

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.*