
EMS Fleet & Support Services Program Manager

Job Opening Id: 33516	# Required: 1
Business Unit: Public Health and Emergency Services	Division: Emergency Services
Location: Niagara Emergency Medical Services	Standard Hours: 35.00 / week
Full/Part Time: Full-Time	Regular/Temporary: Temporary
Salary Grade: 7	Salary Range: \$ 87,920.00 - \$103,440.00
Post Date: 2022-09-14	Close Date: 2022-09-27

Approximate Duration: unknown

Niagara EMS is a highly innovative and progressive service with mobile integrated health, specialty response team and our own accredited dispatch centre with Emergency Communication Nurse embedded within the centre.

This is an excellent leadership opportunity if you are experienced in operation and maintenance of a municipal type fleet, particularly emergency services, are knowledgeable of respective acts (OHSA, Traffic Act, Ambulance Act), and have the required relevant knowledge and education for this type of position. This position includes a competitive salary, paid time off, a benefits package, a pension plan, and leadership opportunities.

The deadline to apply is September 27th by midnight. Visit our [Careers webpage](#) and refer to job opening '33516'.

Job Summary

Reporting to the Associate Director EMS, the EMS Fleet & Support Services Program Manager is responsible for effective day-to-day management, execution and direction of all activities connected with the replacement, maintenance, repair and assignment of vehicles and equipment in the emergency medical service (EMS) fleet in compliance with Ministry of Health and Long-term Care (MOHLTC) and other legislated mandates for the provision of Ambulance Services.

Education

- Post-secondary degree in Sciences, Administration or related field of study or College Diploma in a Business Program.
- Equivalent education & experience in an emergency health field is preferred.

Knowledge

- 5 years operation and maintenance of a municipal type fleet with the most recent 5 years in a supervisory capacity.
- 10 years operation and maintenance of a municipal type fleet with the most recent 5 years in a supervisory capacity is preferred.
- Emergency service experience is an asset but not mandatory for this position is preferred.
- Knowledge of the Occupational Health & Safety Regulations & Act, knowledge of the Traffic Act & Regulations, and the Ambulance Act & Regulations
- Knowledge of MS Outlook, Excel
- Certificate as a Restricted Radio Operator (per Ambulance Act regulations) is preferred.

Responsibilities

Manages the day-to-day activities connected with the replacement, maintenance, repair and assignment of vehicles and equipment in the emergency medical service (EMS) fleet and Service Centre.

- *Develops, implements and evaluates the fleet, equipment and supplies needs of the EMS service.*
- *Ensures that EMS vehicles and equipment are kept in a high state of repair in accordance with approved policies and procedures and legislative requirements.*
- *Ensures that adequate resources are available to maintain and operate the equipment by arranging for the supply of parts, service, tools, fuel, etc., through tenders, quotations, standing orders or other suitable means.*
- *Administers warranties for vehicles and equipment.*
- *Directs the annual replacement review of vehicles and equipment.*
- *Arranges for disposal of replaced or surplus equipment with the support of the Deputy Chief, Operations*
- *Authorizes actions and ensures that vehicle accidents are properly reported, that repairs are undertaken as soon as possible and that costs are recovered where applicable.*
- *Prepares reports to Committee/Council as required.*

Reviews, develops and implements policies, procedures, standards, maintenance techniques, systems, etc., required to conduct the section's responsibilities.

- *Ensures that vehicle safety inspection and all MOHLTN requirements for fleet and equipment maintenance are carried out in accordance with provisions of the Highway Traffic Act and sign "certificate of safety" and other documentation required of the licensee for a Motor Vehicle Inspection Station.*
- *Ensures compliance with the Occupational health and Safety Act Legislation and all relevant Corporate Policies and Procedures.*

Manages and administers annual and multi-year Capital and Operating budgets for which they are delegated authority ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. Administer and approve the acquisition of goods and services for their direct reports in accordance with the procurement policy.

- *Plans and administers with the support of the Deputy Chief, Operations, the Fleet Consolidated Equipment Reserve Fund.*

Supervises staff, coordinating and planning work, providing work direction, assigning tasks and projects, determining methods and procedures to be used, monitoring quality of work, resolving problems and ensuring assigned results are achieved.

- *Enables results with the organization's human capital strategy to foster employee engagement.*
- *Provides training and development, coaching and discipline when necessary, and manages staff recruitment.*
- *Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.*
- *Ensures staff has the information and resources to make successful plans and decisions.*
- *Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.*
- *Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department*
- *Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.*
- *Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures;*

Monitors the ongoing performance of fleet and support services, identifying opportunities to improve operations and increase cost effectiveness.

- *Monitors the performance of the fleet through the Equipment Management System and takes corrective action as required to optimize costs and utilization.*
- *Reviews long-term needs for vehicles, equipment and training with users and ensures that these resources are available to meet their defined needs.*
- *Continuously reviews the overall function of service centre personnel, facilities, equipment, training and communication and directs activities to achieve a uniform high level of performance.*
- *Keeps abreast of new technology for vehicles and equipment, evaluating opportunities for improvements.*

Special Requirements

- Must possess and maintain a valid and unrestricted class F license or greater for the class of the vehicle operated.
- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.