

**Posting date:** November 16, 2022

**Job Title:** Platoon Superintendent

**Number of Vacancies:** 1

**Posting number:** EX22-1351

**Status:** Permanent position

**Hours of Work:** 70 hours bi-weekly

**Shift Work Required:** Yes

**Range of Pay:** \$3,630.20 to \$4,273.50 bi-weekly

**Start date:** To follow selection process

**Initial Reporting Location:** Lionel E. Lalonde Centre

**Eligible to Work from Home:** No

**Division:** Paramedic Services

**Department:** Community Safety

**Main Function:** Supervise ambulance personnel within a platoon and the operation of facilities, equipment and inventory to ensure an effective/efficient delivery of the ambulance service including the deployment and utilization of EMS resources by the MOHLTC CACC that is in compliance with recognized standards and CGS's System Status Plan.

**Duties:** Under the general supervision of the Deputy Chief of Paramedic Operations:

1. Provide overall direction and co-ordination of all Employees under his/her jurisdiction, including training, managing performance, promotion, discipline and recommendations for discharge in accordance with policy and practice.
2. Act as a management representative at Stage One of the Grievance procedure.
3. Maintain established operational vehicle, equipment, uniform, medical supply, and drug counts, and staffing levels as per operating policy and procedures. Co-ordinate vehicle, equipment and facility repairs, and order medical supplies and equipment, as required.
4. Ensure that all operational equipment, including vehicles and medical equipment is maintained and in a clean and safe operational condition, and that all safeguards are in place and operational.
5. Liaise with the Central Ambulance Communication Centre (CACC), hospitals, and allied agencies to ensure daily operating procedures are in compliance with established plans.
6. Facilitate the implementation and maintenance of the continuous quality improvement programs.
7. Participate in the development and implementation of the business and operational service plans.
8. Advise staff of any pertinent information impacting on daily service delivery, including road closures, detours and general road conditions.
9. Conduct regular Employee and service audits, including field crew checks, documentation audits, and general compliance of all applicable legislation and policies.
10. Complete initial investigation into operational issues such as vehicle accidents and external or internal complaints. Gather reports and documentation, as required.
11. Responsible to direct and supervise the initial EMS response to all multi-agency or major accidents as Incident Command for the Division, ensuring that communication through the chain of command is managed appropriately.
12. Maintain certification as either an Advanced Care Paramedic or Primary Care Paramedic (as applicable) and perform all duties associated with that capacity.
13. Participate in the development and delivery of public education programs, and public relations programs, as required.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as may be required.

**Employment Opportunity EX22-1351  
Platoon Superintendent  
(Permanent Position)**

**Qualifications:**

**Education and Training:**

Successful completion of a diploma in Emergency Care/Paramedicine from a Community College in Ontario.

Current certification as a Primary Care Paramedic in the Province of Ontario.

Certification as an Advanced Care Paramedic in the Province of Ontario considered an asset.

Must be eligible to work in the Province of Ontario by the Ambulance Act.

**Experience:**

At least five (5) years of directly related experience as a Paramedic.

At least one (1) year supervisory experience in an emergency medical service.

**Knowledge of:**

Thorough working knowledge of all practices and procedures related to the effective operation of ambulance units.

Familiarity with all applicable legislation and regulations, including but not limited to the Ambulance Act, the Highway Traffic Act and the Occupational Health and Safety Act.

**Abilities to:**

Must demonstrate ability to obtain Advanced Care Paramedicine, approved by the Base Hospital.

Demonstrate interpersonal skills in dealing with the public in a courteous and effective manner.

Demonstrate ability to direct, motivate and train staff.

Demonstrate ability related to microcomputer software and administrative systems in a Windows environment (i.e. file maintenance, word processing, spreadsheet and database applications, information input and retrieval).

Proven ability to exercise sound judgement in emergency situations.

Understand and meet the needs of customers.

**Personal Suitability:**

Mental and physical fitness to perform essential job functions.

**Language:**

Excellent use of English/verbally and in writing.

French verbal skills highly desirable.

**Other:**

Provide, at own cost, a current Criminal Records Check.

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid Class "F" driver's licence, have an acceptable driving record, and personal insurance coverage.

Note: A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.

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**Leadership Competencies: Tactical Coordination and Direction (I)**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions
<b>Delivering Business Results</b>			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one’s team
<b>Aligning People &amp; Teams</b>			
Holding Self & Others Accountable	Hold others accountable to execute to high standards of excellence and hold themselves accountable to the same or higher standard.	3	Monitors performance and gives corrective feedback
Leadership	Inspire others to work toward common goals by engaging and empowering them, and providing clarity and direction.	2	Optimizes team effectiveness
<b>Enhancing Personal Effectiveness</b>			
Commitment to Continuous Learning	Continuously develop and enhance one’s own and others’ personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one’s beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information on leadership competencies, please refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).

Résumés quoting **EX22-1351** are invited and will be received by the City of Greater Sudbury’s Human Resources and Organizational Development Division, by e-mail at [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca) or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Wednesday, November 30, 2022**. Any application received after this deadline will not be considered.

**All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City’s mandatory Vaccination Policy. Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice. For more information, please visit our website at [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).**

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager. The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and are happy to hire qualified (including education credential) applicants from anywhere. In order to hire a candidate one must be legally entitled to work in Canada, with legally entitled being defined as having all of the necessary paperwork processed, approved and responded to, by way of a work permit being issued and received. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.