



Job Title: Superintendent EMS Operations (City)

Competition Number: DEV-41-23	Department: Development & Emergency Services
Posting Category: Open	Division: Superior North EMS
Job Type: Full-Time	Affiliation: Managerial
Site: EMS Operations - City	Location: CA-ON-Thunder Bay
Min: CAD \$107,253.59/Yr.	Max: CAD \$126,180.69/Yr.
Pay Band:	Number of Positions: 1
Effective Date: January 3, 2003	Supersedes Date: New
Posted Date: May 5, 2023	Post End Date: May 29, 2023

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources & Division should you be the successful applicant. If a Criminal Record Check is required it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on this form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources & Corporate Safety Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866

Application forms must reference the competition number and be submitted to Human Resources by 11:59 p.m. on the closing date.

POSITION SUMMARY: Under the general supervision of the Deputy Chief – EMS Operations (City), is responsible for ensuring the operational readiness of the EMS system and, through direct interaction, monitors, evaluates and supervises paramedics.

MAJOR RESPONSIBILITIES:

1. Manages the scheduling of paramedics for the platoons.
2. Participates in the hiring, termination, evaluation and discipline of employees.
3. Ensures base supplies are delivered to and stocked to an adequate level and forwards orders to the main office.

4. Monitors and ensures paramedics comply with Basic and Advanced Life Support Patient Care Standards, *Occupational Health and Safety Act* and regulations, *Ambulance Act* and regulations, all relevant acts and regulations that may relate to the paramedic daily duties and obligations, and Emergency Medical Service and Corporate Policy and Procedures.
5. Investigates accidents, WSIB claims, and public complaints; provides a written investigation report as required.
6. Works co-operatively with Central Ambulance Communications Centre, base hospital, Ministry of Health, other health care service agencies, and City departments.
7. Prepares and delivers training programs and service educational requirements as a Service Instructor.
8. Carries out operational duties as assigned and performs the duties of Service Duty Officer.
9. Responds to emergencies as directed by CACC.
10. Performs other duties as may be assigned.

QUALIFICATIONS:

Education/Experience:

- Must be qualified as an A-EMCA and have a minimum of five (5) years experience as a paramedic
- Knowledge of land ambulance legislation, regulations, and current practices pertaining to land ambulance services and personnel

Skills/Abilities:

- Excellent interpersonal skills and the ability to relate to the public, staff and associated health care providers
- Must be at an intermediate level in word processing and spreadsheets
- Must possess superior analytical, multi-tasking, organization, customer service, and teamwork skills.
- Must possess and maintain a valid Ontario Class "F" driver's licence or equivalent
- Must meet the definition of a competent driver as defined by the Corporation
- Competent within the meaning of the *Occupational Health and Safety Act*

Assets:

- Qualifications as an Advanced Care Paramedic would be an asset
- Management or lead hand experience would be an asset
- A basic skill level in access and internet would be an asset

CONDITIONS OF EMPLOYMENT:

- Successful completion of the Paramedic Physical Agility Evaluation (Arcon) is required
- Must remain a competent driver as defined by the Corporation
- May be required to provide a successful driver's record (uncertified)
- Must undergo a successful Police Vulnerable Sector Check (PVSC)

Leadership Competencies:

Competency	Proficiency Level	Proficiency Level Definition
Strategic Approach	3	Understands and aligns current actions with the Corporation's vision, mission, principles, values, and strategic direction
Political Acumen	3	Understands and uses formal and informal structures/networks
Innovation & Continuous Improvement	3	Encourages ideas to improve the quality of work and implements new approaches
Inspiring, Motivating & Developing	3	Provides encouragement and instruction and shares advice and expertise
Decision Making	3	Makes decisions in situations based on established processes/procedures
Collaboration & Partnerships	3	Develops and maintains positive internal and external relationships
Inclusion & Respect	3	Builds inclusion and respect into service development and delivery
Communication	3	Ensures information is communicated to others who should be kept informed
Business Acumen	3	Operates effectively within business systems processes
Planning, Coordination & Execution	3	Develops plans, monitors, and ensures work goals are achieved
Legislative & Procedural Compliance	3	Complies with the legislative requirements, policies, procedures, and practices