

# Paramedic Field Superintendent (Part-time, two vacancies)

## Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

## What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

## Position overview

Resumes are being accepted for the part-time position of Paramedic Field Superintendent. Reporting to the Guelph Wellington Paramedic Service Deputy Chiefs and Commanders, the position will be responsible for the effective delivery of ambulance service within the City of Guelph and County of Wellington on a rotational shift basis by providing leadership and direction to paramedics and ensuring compliance with a focus on quality customer service and continuous improvement processes. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, and prosperous city.

## Key duties and responsibilities

- Provide leadership and direction to paramedics enforcing standards as per Ambulance Act, Regional Base Hospital, Guelph-Wellington Paramedic Service Manual of Policies and Procedures and Corporate policies.

- Ensure compliance with all applicable legislative requirements, policies and procedures of the Ministry of Health, Ambulance Act, the Occupational Health and Safety Act and collective agreements.
- Support paramedic staff to ensure the most effective Paramedic Service coverage and the timely and thorough care is provided to patients.
- Monitor incidents and ensure proper documentation is completed and follow-up occurs in a timely manner.
- Initial liaison with various stakeholders within emergency services, professionally represents Guelph-Wellington Paramedic Service.
- Ensure staffing requirements are met and scheduling information is updated in Time Manager.
- Ensure equipment, supplies and fleet are maintained ongoing and after every call in a sanitary and working condition and required stock supply levels are maintained in each vehicle and at each base/ hospital.
- Continually communicate with the C.A.C.C. to ensure proper vehicle deployment.
- Maintain service throughout various contingencies.
- Complete initial investigations both internally and externally as required and provide documentation to upper management.
- Maintain certification as a Paramedic as per the Ambulance Act and Local Base Hospital to respond to emergencies in a first response capacity as needed, providing patient care and safe transport consistent with MOH Patient Care Standards.
- Perform other related duties as assigned.

## Qualifications and requirements

- Considerable knowledge and experience related to the duties listed above, normally acquired through the completion of a related post-secondary program and progressive skill and experience working as a paramedic. Candidates with an equivalent combination of education and experience may be considered.
- Demonstrated leadership skills acquired through experience supervising staff or leading work teams, preferably in a unionized environment.
- Must be qualified to work as a paramedic, hold current certification under an Ontario base hospital, and meet all requirements of the Ambulance Act of Ontario.
- Possess a valid Class F driver's license with a good driving record.
- Knowledge of all applicable acts, regulations, and standards regarding Emergency Health Services in Ontario including Ambulance Act, Highway Traffic Act, Coroners Act, Personal Health Information Protection Act (PHIPA)/Health Information Protection Act.
- Training and/or experience with Multi Casual Incidents (MCI) would be an asset.
- Intermediate computer skills with MS Word, Excel, Electronic ACR's, Automatic Vehicle Locator and scheduling software.
- Excellent communication skills, strong problem solving, conflict resolution and public relation skills are essential.
- Commitment to continuous improvement and quality customer service.
- Ability to manage multiple and changing demands and priorities in high pressure situations.
- Leadership skills with the ability to delegate responsibilities, organize objectives and evaluate subordinates' effectiveness.
- Knowledge of Occupational Health and Safety Act and other applicable legislation as it relates to the position.
- Ability to exert heavy physical effort to treat and move patients, deliver medical equipment, or sort inventory at stations and in ambulance.

- Satisfactory Police Record Check (including vulnerable sector screening) must be provided at time of hire.
- Current certification of Physical Agility Evaluations may be required at time of hire.

## Hours of work

12-hour shifts based on a 24/7 rotational shift schedule including weekends and holiday. Minimum shift requirement of 4 shifts per month. This is a part-time position with no set guarantee amount of hours. This position is required to work a rotating shift including nights, weekends, and holidays. Your schedule will be communicated to you by your manager. Overtime will be paid in accordance with non-union compensation policies.

## Pay/Salary

Non-Union Grade 5: \$46.10 - \$57.65 per hour

## How to apply

Qualified applicants are invited to apply using our **online** application system by **September 25, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.