

EMPLOYMENT OPPORTUNITY WOODLANDS COUNTY



Fire Services Operations Coordinator - Competition No: 2026-14

The Fire Services Operations Coordinator is responsible for leading the County wide fire service standardization relating to training development, operational readiness, FireSmart initiatives, and logistical functions across all Woodlands County Fire Stations.

The position serves as the central resource for training, standards, and operational best practices, working collaboratively with Station Chiefs, Station Officers, Firefighters, Administrative Staff, and external stakeholders to identify opportunities for improvement while respecting the operational autonomy of the individual stations.

This position does not hold command authority over Stations Chiefs/Officers and is not responsible for direct station management. The role provides functional leadership and technical expertise related to training, standards development, documentation, and efficiency as delegated by the Manager of Protective Services.

Functional Responsibilities

- Coordinate the development, implementation, review, and maintenance of the County wide Standard Operating Guidelines (SOGs).
- Consult with Fire Services Station Chiefs on matters relating to operational consistency, collaboration, continuous improvement.
- Maintain a centralized repository of Fire Services policies, procedures, guidelines, and operational documentation.
- Identify operational best practices, required training delivery, equipment specifications, and service levels across various stations, and provide recommendations to the Manager of Protective Services.
- Coordinate the development and training of common operational standards that support efficiencies while recognizing local station requirements and service demands.
- Develop and maintain standardized reporting processes, forms, records, and performance measures with recognition of the uniqueness of each individual station.
- Research emerging fire service trends, standards and best practices and recommend improvements where appropriate.
- Coordinate and support the implementation of the County FireSmart initiatives in conjunction with the Regional Fire Smart Coordinator.
- Complete Service Requests and Work Orders for Fire Services assets within the asset management software. Process all Fire Department requests and work orders while monitoring for accuracy, completeness, and timely closure to support effective asset maintenance and operational reliability.
- Collaborate with the asset management team to ensure asset inventory is kept current, maintenance and inspection schedules are completed on Fire Services assets.
- Provide expertise and recommendations for life cycle events, maintenance requirements, and condition assessment criteria on Fire Services assets.
- Support the asset management department to ensure asset inventory is kept current and maintenance and inspection schedules are completed on Fire Services assets.

POSITION TYPE

Full-time
Permanent

HOURS OF WORK

36.25 hours Monday to Friday

Flexibility in shift times will be required to align with availability of Fire Services personnel.

SALARY RANGE

\$79,950 to \$104,316

COMPETITION CLOSE DATE

Until suitable candidate is selected

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

Please reference the competition number. We thank all applicants for their interest. Only those selected for interviews will be contacted.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

- Coordinate the receipt, allocation, and documentation of donations or contributions provided to the County or through Fire Societies.
- Contribute to long-term strategic planning as directed by the Manager of Protective Services.
- Adhere to the County's confidentiality requirements, including the appropriate use of information and maintaining the security of all acquired information relating to employees, businesses, and/or residents of Woodlands County.
- Maintain knowledge of and comply with relevant legislation, policies, and procedures, while continually seeking learning opportunities to enhance knowledge in relevant fields of work.
- Perform other duties as required by the Manager of Protective Services.

Functional Requirements

- Minimum five (5) years of progressively responsible experience within a municipal, volunteer, composite, or combination fire service environment.
- NFPA 1001 Level I & II – Structural Firefighter.
- NFPA 1021 Fire Officer I and II, or equivalent supervisory and leadership training.
- NFPA 1041 Fire Service Instructor I and II.
- NFPA 1140 Wildland Fire Training
- Basic Emergency Management (BEM) certification or equivalent.
- Incident Command System (ICS) 100 and 200.
- Demonstrated experience developing, implementing, and evaluating fire service training programs, curriculum, or competency-based training systems.
- Demonstrated experience developing, reviewing, or implementing Standard Operating Guidelines (SOGs), policies, procedures, or operational standards.
- Experience coordinating projects, committees, or working groups involving multiple stakeholders.
- Strong written communication skills with experience preparing reports, recommendations, procedures, and operational documentation.
- Valid Alberta Class 3 Driver's License.
- Standard First Aid/CPR Level C with AED or equivalent.

Qualifications & Education Requirements

- Fire Service Administration Certificate, Diploma, Degree, or related post-secondary education.
- Experience working within a multi-station fire service environment.
- Experience with FirePro or similar fire service records management and training software.
- Experience coordinating FireSmart, public education, or community risk reduction initiatives.
- Knowledge, Skills & Abilities
- Thorough knowledge of fire service operations, firefighter training methodologies, and adult learning principles.
- Working knowledge of applicable fire service legislation, Occupational Health and Safety requirements, National Fire Code, National Building Code, and municipal governance practices.
- Ability to build consensus and foster collaboration among multiple fire stations while respecting local operational autonomy.
- Strong organizational, project management, and facilitation skills.
- Ability to analyze operational practices, identify opportunities for standardization, and develop practical recommendations.
- Strong records management and documentation skills with a high degree of accuracy and attention to detail.
- Ability to communicate effectively with elected officials, community stakeholders, partner agencies, staff, and volunteers.
- Ability to work independently, exercise sound judgment, and manage multiple priorities in a dynamic environment.
- Proficiency in Microsoft Office.
- A criminal record check and drivers abstract will be required for employment in this role.

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