



**CITY OF COLWOOD  
JOB POSTING**

**Title:** Emergency Services Support Coordinator  
**Department:** Colwood Fire Department  
**Position Type:** Auxiliary  
**Posting Type:** Open to External and Internal Applicants

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The City of Colwood is a fast-growing, family-oriented, seaside community of nearly 17,000 people, located on the West Shore of Greater Victoria. Home to the growing Royal Bay community, Royal Roads University, Hatley Castle, Fort Rodd Hill & Fisgard Lighthouse Historic Sites and Esquimalt Lagoon Migratory Bird Sanctuary – Colwood is surrounded by beauty and poised for success.

The City of Colwood is currently recruiting for an **Auxiliary Emergency Services Support Coordinator** to join our team of professionals in the City of Colwood's Fire Department. Colwood's Fire Department has been protecting Colwood residents since 1946, and is the Westshore's longest serving fire department.

Reporting to the Fire Chief, you will be responsible in this unionized supervisory position for coordinating the administrative services to support the effective delivery of Fire Department services and programs independently or in conjunction with Fire Department staff; acting as a financial administrator for the department to ensure effective financial processing and compliance with a myriad of municipal and legislative requirements; maintaining records and preparing reports to accurately record and report out Emergency Services incidents and activities; respond to public inquiries; and organize special events for the department. You will also liaise with various community services agencies, government bodies, working committees, and the public on such matters as available services, community protocols, available community resources, fire awareness promotions; conduct research; and independently carry out special assignments and projects as directed or assigned by the Fire Chief or his delegate.

Your education will include completion of the 12th school grade including or supplemented by related courses plus a minimum of 5 years related experience in a Fire or Rescue Services Department, or an equivalent combination of training and experience. The successful candidate will have considerable knowledge of modern office practices and procedures, record keeping, and of computer operation as it relates to the work; sound knowledge of the methods and practices used in directing, orienting and monitoring staff and volunteers; and a working knowledge of the needs of various related community groups and individuals as well as the ability to establish and maintain effective working relationships with a variety of internal and external contacts.

The CUPE rate of pay for this position is \$33.54 per hour (2016 rate), plus 14% in lieu of benefits. A complete position description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)

Using the subject line **Auxiliary Emergency Services Support Coordinator**, please submit your resume and cover letter with references in confidence to: [careers@colwood.ca](mailto:careers@colwood.ca)

**Applications will be accepted until 4:30pm on Monday, July 9, 2018.**

Only those applicants selected for further consideration will be contacted.

The City of Colwood is committed to employment equity and considers all applications based on individual merit.