

SUPERINTENDENT OF OPERATIONS

**COMPETITION #ADM 18-04-E
(SIOUX LOOKOUT, ON)**

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a **Superintendent of Operations** in the community of **Sioux Lookout** to join our Emergency Medical Services (EMS) team. Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Deputy Chief of Operations and in collaboration with the EMS management team, the Superintendent of Operations is an entry level supervisory role responsible for ensuring operational readiness of land ambulance services through direct interaction, monitoring, evaluation, and supervision of Paramedics.

Key responsibilities include:

- Managing vehicles, facilities, supplies and equipment to maintain safety, cleanliness, and operational readiness while taking corrective action as required.
- Monitoring and evaluating employee skills and performance while ensuring compliance with Basic and Advanced Life Support Patient Care Standards through direct observation and review of documentation.
- Ensuring all employees adhere to organizational policies and procedures and all applicable legislation, regulations, policies, procedures, standards, protocols, and practices.
- Assisting with regular maintenance of Paramedic qualifications and training to ensure patient care is in compliance with relevant standards, legislation, and regulations.
- Assisting with annual recruitment and Selection of Paramedics.
- Working co-operatively with staff of the Central Ambulance Communications Centre (CACC), Ministry of Health and Long-term Care, local hospitals and safety coalitions, and other related agencies.

Successful candidates will have:

- Knowledge of land ambulance legislation, regulations and current practices pertaining to land ambulance services and personnel.
- Ability to interpret and apply the terms and conditions of a collective agreement and resolve grievances in an expedient and consistent manner.
- Demonstrated knowledge of current medical and emergency response procedures, including ambulance equipment specifications, medical training standards and requirements pertaining to ambulance services and emergency dispatch systems and protocols.
- Must be competent with the meaning of the Occupational Health and Safety Act R.S.O. 1990 Chapter O.1 as amended and be capable of issuing clearly understandable written and oral instructions.

Qualifications will include:

- Current Ontario Base Hospital Certification
- Advanced Emergency Medical Care Attendant (A-EMCA) certification with a minimum of five (5) years' experience as a Primary Care Paramedic.
- Demonstrated supervisory, management and/or leadership skills an asset.
- Formal training or education in leading and managing others is an asset.
- Excellent interpersonal skills and the ability to relate to the public, staff, and associated health care providers.
- Ability to identify and resolve areas of conflict with tact and diplomacy.

Along with an excellent benefit package and participation in the OMERS pension plan, we offer a salary ranging from \$83,479.33 - \$95,352.06 per annum.

Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line, to the:

Human Resources Department
Kenora District Services Board
Email: hr@kdsb.on.ca

THIS POSITION WILL REMAIN OPEN UNTIL FILLED

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

While all responses are appreciated, only those applicants selected for an interview will be contacted. The KDSB is an equal opportunity employer.