



BRAMPTON

Flower City

A CITY THAT WORKS BEAUTIFULLY

The City of Brampton, one of Canada's largest growing cities with an exciting multicultural population of over 450,000 residents representing 175 distinct ethnic backgrounds, has positioned itself as a global economic contender and combines big city conveniences with a traditional quality of life. Come join us! Be part of an enterprising municipal government that's proud to support a growing community!

DIVISION CHIEF, COMMUNICATIONS

Fire and Emergency Services

RESPONSIBILITIES:

1. Responsible for the BFES Communications Division. The Division Chief, Communications shall be in charge of the members in the division and shall be responsible to the Deputy Fire Chief – Staff for the management, efficiency and discipline of the division and its members.
2. Joint Fire Communication Centre (JFCC) Management. Responsible for the management of the JFCC, providing cooperative direction, leadership and management to the JFCC team and for ensuring the delivery of exceptional service to all JFCC customers in accordance with the JFCC Operating Agreement. As per the JFCC Agreement, this position will report directly to the “Management Advisory Panel” for matters pertaining to the JFCC.
3. Staff leadership. Provides coaching and guidance to motivate a unionized team of Communications Coordinators, Operators, Officers, Technicians and other support staff. Provides leadership and training in the areas of communications and related technology to all other members of the service as required. Holds people accountable for delivery of their functional duties, reviews assignments and work schedules and conducts performance evaluations. Recruits new team members. Plans training & professional opportunities. Ensures HR and Fire Department policies and practices are implemented.
4. Fiscal responsibilities. Prepares, submits and monitors annual division, and JFCC capital and operating budgets. Responsible for all phases of purchasing assets and supplies; from tendering or quoting to shipping & receiving. Uses industry networks to learn about best practices in terms of service delivery, and keeps ongoing statistics related to divisional activities. Identifies current and future resource requirements. Prepares reports as required. May be required to present to Council and/or the “Management Advisory Panel”.
5. Provides expertise and advice. Represents Fire & Emergency Services on a variety of City and community based committees. Stays current and well informed of all new developments in the fields of Communications, technology and other related Fire Service activities.
6. Supports other divisions. Provides information, presentations and demonstrations as required by the other divisions and JFCC partners, as required, to ensure that new and current staff are competent in the area of emergency communications and related technology. Works closely with Peel Regional Police in the operation of the JFCC.

7. Project Management. Assumes personal responsibility for numerous complex and challenging projects as required.
8. Provide leadership to project teams including consultants and contractors as required as well as make staffing and training recommendations to your Supervisor.

QUALIFICATIONS:

- Formal post-secondary education in business management, fire service management, communications management and/or a related discipline
- Demonstrated practical experience in the delivery and/or management of emergency services communications and related technology
- Demonstrated successful management and leadership experience (preferably in a unionized environment) and proficiency in completing administrative responsibilities, including budgeting and business analysis
- Demonstrated expertise and experience in complex project management
- Demonstrated expertise in current and emerging technologies in emergency services communications, dispatch and the related equipment
- Demonstrated knowledge of development and implementation of training programs that include lectures, demonstrations and training materials
- Knowledge of Fire & Emergency Services operations
- Demonstrated ability to provide customer service in a public-sector, highly demanding environment
- Excellent written and spoken communication skills
- Proficiency on computer software, including Microsoft Office.

To find out more about this opportunity, including a summary of required competencies, go to www.brampton.ca and click on job opportunities.

Please apply quoting file number 100392 by February 16, 2010. Only online applications will be accepted. No other form of application will be considered. We thank all applicants; however, only those selected for an interview will be contacted. We are dedicated to equal opportunity.

www.brampton.ca