

# COUNTY OF NEWELL NO. 4

"Home of Dinosaur Provincial Park"

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## EMPLOYMENT OPPORTUNITY PERMANENT FULL-TIME County Fire and Emergency Services Coordinator

Located on the Trans Canada Highway between Medicine Hat and Calgary, the County of Newell (with offices located in the City of Brooks) has an opening for the newly created position of County Fire and Emergency Services Coordinator. The position will support the provision and integration of fire and emergency services within the County of Newell including: development, integration and implementation of disaster plans; implementation of emergency services planning and prevention measures and coordinating activities and services of urban and rural community based fire departments.

Reporting to the County's Assistant Administrator, the incumbent will work closely with and provide support for all fire departments within the County of Newell and will also play an integral role within the Brooks Fire Department as per the County of Newell/City of Brooks partnership.

Preference will be given to applicants possessing a high school diploma supplemented by:

- A minimum of 5 years direct experience combined with formal training received in fire suppression, prevention, and planning, emergency incident response, and vehicle extrication.
- Training and/or previous experience in preparing and administering disaster response plans
- Safety Codes Training and eligibility for appointment as a Fire Safety Codes Officer
- Experience in the preparation, submission, and review of budgets and control measures
- A demonstrated ability to provide strong leadership within a team environment
- Proficiency in computer hardware and software functions including but not limited to Micro Soft Office applications
- A valid class 5 driver's license with air endorsement
- A diploma or degree in fire science, public administration or related discipline, or completed coursework towards a diploma or degree in a related discipline would be preferred

The County of Newell offers a highly competitive salary and benefit package. Successful applicant must provide a copy of their driver's abstract. The County of Newell has a drug testing policy in effect.

### **DIRECT RESUMES AND SALARY EXPECTATIONS TO:**

Human Resources  
County of Newell  
PO Box 130

Brooks, AB, T1R 1B2

Phone: 362-3266 Fax: 362-8681

Email: [Sagalan@countyofnewell.ab.ca](mailto:Sagalan@countyofnewell.ab.ca)

**Closing date for applications is NOON, Friday, January 29<sup>th</sup>, 2010**

All applicants are thanked for their interest. Only those selected for an interview will be contacted.  
Visit [www.countyofnewell.ab.ca](http://www.countyofnewell.ab.ca)