Fort Smith
NORTHWEST TERRITORIES

Position: Coordinator, Protective Services

Location: Town of Fort Smith Fire Hall

Status: Full-time Indeterminate

Closing Date: September 11, 2026.

The Town of Fort Smith is excited to welcome a detail-oriented, dependable, and highly motivated Coordinator, Protective Services to join our Protective Services team. This key role offers the opportunity to make a meaningful impact while supporting a dedicated workforce committed to community safety.

OUTLINE OF THE POSITION

Reporting to the Director of Protective Services, the Coordinator, Protective Services provides senior operational leadership, coordination, and program support across Fire/Emergency Medical Services (EMS) Emergency Management, Bylaw Enforcement administration, and the Town's Occupational Health & Safety (OHS) Program.

The position fulfills the role of Deputy Chief of the Fort Smith Protective Services Department and provides operational, administrative, and continuity support to Bylaw Services. The role includes a balance of field operations, emergency response, planning, training coordination, and administrative oversight.

KEY RESPONSIBILITIES AND DUTIES

- Serve as Deputy Protective Services Chief, reporting to the Fire Chief of the Fire and EMS department
- Coordinate and maintains volunteer training, certification, and compliance records
- Assist in the development, implementation, and maintenance of the Town of Fort Smith Emergency Management Program and Emergency Plan in accordance with territorial and municipal legislation
- Supervise and coordinate Protective Services department activities, ensuring compliance with policies and procedures
- Assists in the delivery and coordination of Emergency Management training for staff, volunteers, and partner agencies
- Assist in the operation and administration of the Town's Occupational Health & Safety program
- Participate in and supports the Joint Occupational Health & Safety Committee (JOHSC)

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- Support workplace inspections, hazard identification, and corrective action follow-up
- Prepare reports, briefing notes, and summaries for the Director of Protective Services and Council
- Assist with policy development, program reviews, and continuous improvement
- Supervise up to 32 Fire and EMS volunteers

KNOWLEDGE, EDUCATION AND EXPERIENCE

- Diploma in Fire and Emergency Services, Emergency Management, Public Safety, or any related field
- Five (5) years of relevant experience, or an equivalent combination of education and experience.
- NFPA 1001 Firefighter Levels I & II
- NFPA 1021 Fire Officer I or higher, or equivalent leadership experience
- Emergency Medical Responder (EMR) or ability to respond at that level
- ICS 100, 200, 300 (ICS 400 considered an asset)
- Class 3 or Class 4 Driver's Licence with airbrake endorsement
- Emergency Management training or certification considered an asset
- OHS-related training considered an asset
- Knowledge of Firefighting and EMS medical practices and protocol
- Emergency management systems, protocols, and EOC operations
- Strong communication, leadership, organization, and problem-solving skills

COMPENSATION AND BENEFITS

- Pay Level/Range: Level 27 ($98,222.30- $114,412.87)
- Northern Allowance paid in addition to base salary
- Comprehensive benefits including extended health, dental, vision, life insurance, and paid leave
- Employee Assistance Program.

TO APPLY:

Submit your resume and cover letter to **humanresources@fortsmith.ca**