



## Superintendent

## Permanent Full Time Internal and External Posting

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Posted: April 16, 2021

Competition # 2021-02-AD

The Manitoulin-Sudbury District Services Board seeks a highly motivated professional to fill the position of Paramedic Services Superintendent.

**Duties:** Reporting to the Deputy Chief of Paramedic Services, the position is responsible for oversight of service delivery during assigned operational periods, ensuring the structures, programs, systems and processes meet all requirements set out in the legislation, policy, procedure, and Standards for Paramedic Services in the Catchment area.

The successful candidate will be integral to the overall Paramedic Services management team with a focus on the ongoing evolution of this service. Primary responsibilities will include, but not be limited to: effective operational deployment, maintenance of material and human resources, direct supervision of staff, fleet management, allied agency integration, and ad hoc delivery of educational and quality assurance programs. Additionally, the successful candidate will be responsible for managing nonurgent transfer services as such may exist within the DSB.

Paramedic Superintendents are required to work a revolving schedule of both day shifts and night shifts designed to ensure on site supervision twenty-four hours daily.

### **Qualifications:**

The successful candidate must:

- Possess a valid diploma/certificate of graduation from an accredited Canadian Paramedic Program;
- Have a minimum of 5 years' experience working as a Primary, Advanced or Critical Care Paramedic
- Have a minimum of 2 years of supervisory experience, ideally in a paramedic service
- Possess a sound and demonstrated knowledge of corporate core competencies including, but not limited to customer service, communication, workplace engagement, initiative and accountability, and adaptability.
- Demonstrate a sound knowledge of all applicable Provincial Legislation and Manitoulin-Sudbury DSB organizational policy
- Have a thorough knowledge of the Paramedic Services Operational Deployment and strategies for issues mitigation.

- Knowledge of the budget process, understanding the limits and goals of a fiscally responsible organization
- Possess demonstrated skills in: leadership, conflict management, labour relations, and a strong understanding of external stakeholder issues related to the delivery of DSB services.
- Computer literacy in a Windows environment with proficiencies in word processing necessary to prepare correspondence and reports, use of email as an effective communication tool, presentation programs and basic spreadsheet knowledge to review and enter data where required.
- Ability to identify and analyze problems and determine cost-effective solutions.
- Ability to work shift work including performing on-call duties to ensure operations remain secure where required. Must be capable of working in all types of environments, indoors and outdoors. Extensive travel required.

The successful candidate must be in good standing with a Regional Base Hospital Program as a certified Paramedic in Province of Ontario, possess a valid Class F driver's license, hold a valid and current CPR HCP as required under the Ambulance Act for paramedics, the provision of a Police Vulnerable Sector Check, satisfactory to the employer, and have access to a reliable vehicle with employment related insurance.

Bilingualism (French/English) is considered an asset.

**Salary Range** - \$ 99,337.64 - \$ 107,525.87

**Commencement Date** - To be determined

Interested individuals should submit a résumé with attached covering letter outlining the education, skills, qualification and experience and how they relate to this position quoting competition number **2021-02-AD** no later than **4:00 p.m. Tuesday, May 11, 2021.**

Please forward your application to the attention of:

Human Resources Department  
Manitoulin-Sudbury District Services Board  
210 Mead Blvd, Espanola, Ontario P5E 1R9  
[hr@msdsb.net](mailto:hr@msdsb.net)