



BAY ROBERTS

CARVED BY THE SEA

Director of Protective Services

Management Position

Permanent Full-Time

Date Posted: November 20, 2024

Description of Work

Reporting to the Chief Administrative Officer, the Director of Protective Services is responsible for overseeing the essential services that ensure responsible development, public safety, and regulatory compliance within the Town of Bay Roberts. This position is responsible for playing the leading role and providing direction for all aspects of Protective Services Operations. This includes Development Control and Enforcement of Municipal Regulations, Safe Work Standards and Protocols for Employees, and Emergency Preparedness/Planning.

Qualifications and Experience:

- Undergraduate degree or post secondary education in a field with an emphasis on municipal and regional planning.
- Management experience in municipal planning and development, with experience in protective services an asset.
- Strong understanding of planning legislation and regulation administration.
- An understanding of the National Building Code, municipal development regulations, and other regulatory codes and expectations relating to building and development would be an asset.
- Experience providing professional advice and guidance to Council.
- Demonstrated experience working with Municipal by laws, provincial legislation.

- Demonstrated supervisory, technical and enforcement experience.
- Training – Certification-Experience in an appropriate Health and Safety program will be considered an asset.
- Experience /knowledge with Emergency Operations Centre and Incident Command considered an asset.
- Must have a Class 5 driver's license endorsement and must maintain a clean driver's abstract and be able to produce and maintain a Certificate of Conduct.
- Must be available to work outside of a normal working schedule for planning and emergency services situation.
- Equivalent education and experience will be considered.

Skills:

- Budget preparations, financial and administrative skills.
- Strong customer service skills and the ability to interact with the public, including handling complaints and challenging situations.
- Above average verbal and written communication, interpersonal and organizational skills.
- Above average supervisory skills. Excellent problem -solving skills and the ability to manage multiple priorities and timelines.

The successful applicant must provide a copy of official educational documents confirming education requirements, three employment references, a Certificate of Conduct, Vulnerable Sector Check and Drivers Abstract prior to commencement.

COMPENSATION: Salary Commensurate with Qualifications and Experience

COMPETITION: Bay Roberts -24-3

CLOSING DATE: December 5,2024

SUBMIT TO: Dave Tibbo, Interim Chief Administrative [Officer-
davetibbo@bayroberts.com](mailto:davetibbo@bayroberts.com)

The Town of Bay Roberts is an equal opportunity employer. Please note that only those selected for an interview will be contacted. Thanks for taking the time and interest in applying.