

Job Description

PUBLIC SAFETY MANAGER

Job Title:	Public Safety Manager
Job Type:	Full-time; Salaried
Reports To:	CAO

Job Purpose

The District of Carleton North's (DCN) **Public Safety Manager** is to provide visionary leadership and comprehensive oversight of the district's public safety operations. This role is pivotal in safeguarding the community's well-being by managing and coordinating essential services, including the police service, fire service, emergency measures (EMO), animal control, by-law enforcement, and solid waste and recycling management. The Public Safety Manager is tasked with ensuring these services operate seamlessly and efficiently, responding to the unique needs and challenges of the district.

In this role, the manager will collaborate with local government officials, emergency responders, law enforcement agencies, and community organizations to develop and implement forward-thinking policies and initiatives. These efforts aim to enhance public safety, improve emergency preparedness and response, and uphold the integrity of municipal regulations. The Public Safety Manager will also be responsible for fostering strong relationships within the community, ensuring transparency and trust between public safety entities and the residents they serve.

Moreover, the manager will continuously evaluate and refine public safety strategies, leveraging data, community feedback, and best practices to optimize service delivery. By promoting a culture of safety, resilience, and environmental responsibility, the Public Safety Manager will contribute to making the District of Carleton North a safer, more secure, and more sustainable place to live and work.

Duties and Responsibilities

The following are the primary job duties and responsibilities of the Public Safety Manager. The following statements are intended to describe the nature and level of work being performed but may not be an exhaustive list of all the duties and responsibilities required for the position. Other duties and responsibilities may be assigned by the CAO as needed.

1. Police Service

Assist the CAO and Council on Advancing Our Police Initiative on Community-Based Policing:

- As the Public Safety Manager, you will play a pivotal role in supporting the Chief Administrative Officer(CAO) and Council in the advancement of the District of Carleton North's Community-Based Policing Initiative. This initiative focuses on fostering stronger relationships between the police service and the community, enhancing trust, and ensuring that policing strategies are responsive to the unique needs and concerns of local residents. You will be instrumental in advising and guiding the CAO and Council on best practices for community engagement, crime prevention, and public safety education. Your role will involve analyzing data, gathering community feedback, and developing innovative programs that promote transparency, accountability, and collaboration between law enforcement and the public. You will also be responsible for coordinating public

outreach efforts, organizing community forums, and working with local organizations to ensure that the Community-Based Policing Initiative is effectively implemented and continually improved.

Interact Directly with Our Current Police Service Provider (RCMP):

- In your capacity as Public Safety Manager, you will serve as the primary liaison between the District of Carleton North and its current police service provider, the Royal Canadian Mounted Police (RCMP). This interaction will involve regular communication and coordination with RCMP leadership to ensure that policing services are aligned with the district's public safety objectives. You will work closely with the RCMP to address any emerging issues and ensure that resources are being utilized efficiently and effectively. Additionally, you will collaborate with the RCMP to assess the performance of policing efforts within the district, identify areas for improvement, and develop joint strategies to enhance public safety. By maintaining a strong, cooperative relationship with the RCMP, you will help ensure that the district receives high-quality, community-focused policing services that meet the evolving needs of its residents.

2. Fire Service

Work with the CAO and the Fire Chiefs on Identifying & Implementing Improvements within the DCN Fire Service:

As the Public Safety Manager, you will collaborate closely with the Chief Administrative Officer (CAO) and the Fire Chiefs of the District of Carleton North to enhance the effectiveness and efficiency of the district's fire service. This includes working together to identify areas for improvement and implementing strategies that ensure the fire service is well-prepared to meet the needs of the community.

- **Equipment Upgrades:** You will assess the current state of firefighting equipment, identify critical needs, and prioritize upgrades to ensure that all firefighters have access to modern, reliable tools that enhance their safety and effectiveness. This includes evaluating new technologies, equipment maintenance schedules, and budgeting for necessary purchases.
- **5-Year Operating and Capital Investment Plan:** You will develop a comprehensive 5-year operating and capital investment plan for the fire service, which will outline the financial requirements and strategic goals for sustaining and improving fire operations. This plan will involve detailed financial forecasting, project prioritization, and alignment with the district's broader budgetary and strategic objectives.
- **Specialized Services:** You will work with the Fire Chiefs to identify opportunities to expand or enhance specialized services within the fire department, such as hazardous materials response, technical rescue, and emergency medical services. This may include evaluating current capabilities, identifying training needs, and securing necessary resources to support these specialized functions.
- **Boundaries:** You will assess and optimize the fire service coverage areas within the District of Carleton North, ensuring that fire stations and resources are strategically positioned to provide the best possible response times and coverage for all residents. This may involve reviewing mutual aid agreements with neighboring districts, adjusting service boundaries, and considering the placement of new facilities.
- **Training:** You will collaborate with the Fire Chiefs to develop and implement a robust training program that ensures all firefighters are well-prepared to respond to a wide range of emergencies. This program will focus on both initial and ongoing training, incorporating best practices, emerging trends, and certifications to maintain a highly skilled and knowledgeable firefighting workforce.

- **Firefighter Recruitment and Retention:** Recognizing the importance of maintaining a strong and committed firefighting team, you will develop strategies to attract new recruits and retain experienced personnel. This will involve creating recruitment campaigns, offering incentives, enhancing work conditions, and fostering a positive and supportive workplace culture.
- **Internal Communication:** Effective communication within the fire service is critical to operational success. You will work to improve internal communication channels, ensuring that all members of the fire department are informed, engaged, and aligned with the district's goals and objectives. This includes enhancing communication between fire stations, providing regular updates from leadership, and utilizing technology to streamline information sharing.

3. Emergency Measures (EMO)

Monitor the District of Carleton North EMO Plan

- As the Public Safety Manager, you will be responsible for continuously monitoring and maintaining the District of Carleton North's Emergency Measures Organization (EMO) Plan. This critical role involves ensuring that the EMO Plan is up-to-date, comprehensive, and responsive to the district's evolving needs and potential threats. You will regularly review and assess the plan's components, including risk assessments, emergency response protocols, resource allocations, and communication strategies. Your role will also involve coordinating with various stakeholders, such as local emergency services, government agencies, and community organizations, to ensure that all aspects of the EMO Plan are effectively integrated and understood. You will organize regular drills, training sessions, and simulations to test the plan's effectiveness and make necessary adjustments based on the outcomes. By maintaining a vigilant focus on the EMO Plan, you will ensure that the district is prepared to respond swiftly and effectively to any emergency or disaster scenario, minimizing risks and protecting the safety and well-being of residents.

2) Work with the Province on Advancing Community Emergency Centers (Cooling/Warming):

- In your role as Public Safety Manager, you will collaborate closely with provincial authorities to advance the establishment and enhancement of community emergency centers within the District of Carleton North. These centers, which serve as critical cooling and warming locations during extreme weather events, play a vital role in protecting vulnerable populations and ensuring community resilience. You will work with provincial agencies to secure funding, resources, and technical support for these centers, ensuring they are equipped to meet the needs of the community during emergencies. This includes assessing potential locations, coordinating with facility managers, and ensuring that these centers are accessible, adequately staffed, and stocked with essential supplies. You will also develop and implement public awareness campaigns to inform residents about the availability and importance of these emergency centers, as well as the services they provide during extreme weather events. By advancing the development of community emergency centers, you will contribute to the district's preparedness for climate-related emergencies and help ensure that residents have safe, reliable places to seek refuge during critical times.

4. Animal Control

Monitor & enforce animal control measures for the District of Carleton North

- As the Public Safety Manager, you will be responsible for overseeing the effective monitoring and enforcement of animal control measures within the District of Carleton North. This role requires a comprehensive approach to managing the district's animal control policies, ensuring the safety and well-being of both residents and animals. You will regularly review and update animal control

regulations to reflect current best practices and address emerging concerns, such as stray animals, wildlife encounters, and responsible pet ownership.

5. By-Law Enforcement

Develop, monitor & enforce ALL District of Carleton North By-Laws

- As the Public Safety Manager, you will be tasked with the crucial responsibility of overseeing the development, monitoring, and enforcement of all by-laws within the District of Carleton North. This role requires a thorough understanding of municipal legislation, regulatory compliance, and the unique needs of the community. You will work closely with the Chief Administrative Officer (CAO), legal advisors, and the Council to develop new by-laws that address emerging issues and reflect the district's strategic goals. This includes drafting clear, enforceable by-laws and ensuring they are aligned with provincial and federal regulations.
- In monitoring the district's by-laws, you will regularly review existing regulations to assess their effectiveness, relevance, and impact on the community. This process involves gathering feedback from residents, businesses, and other stakeholders, analyzing enforcement data, and staying informed about changes in legislation or best practices that may necessitate updates or revisions. You will be responsible for ensuring that all by-laws are communicated effectively to the public, utilizing various channels such as the district's website, social media, and community meetings to promote awareness and understanding.
- You will develop and implement enforcement strategies that prioritize fairness, consistency, and community engagement, addressing violations in a manner that promotes compliance and fosters a respectful relationship between the district and its residents. This includes coordinating regular inspections, responding to complaints, and taking appropriate action against violators, whether through fines, warnings, or legal proceedings.
- Additionally, you will maintain detailed records of all enforcement activities, ensuring transparency and accountability in the process. By taking a proactive approach to by-law development, monitoring, and enforcement, you will help uphold the standards and quality of life within the District of Carleton North, ensuring that all residents and businesses adhere to the rules and regulations that contribute to a safe, orderly, and vibrant community.

6. Solid Waste & Recycling Management

Develop New Strategies on Solid Waste Collection and Disposal

- As the Public Safety Manager, you will be at the forefront of developing innovative and sustainable strategies for solid waste collection and disposal within the District of Carleton North. Recognizing the importance of environmental stewardship and efficiency, you will assess the current waste management systems and identify areas for improvement, with the goal of reducing waste, increasing recycling rates, and optimizing collection routes. This will involve researching and implementing best practices from other municipalities, exploring new technologies, and considering alternative waste disposal methods such as composting, waste-to-energy solutions, and enhanced recycling programs. You will also engage with the community to promote waste reduction initiatives, such as public education campaigns on proper sorting of recyclables, reducing single-use plastics, and encouraging composting at the household level. Your strategies will aim to create a cleaner, greener district while ensuring that waste collection and disposal services are cost-effective and aligned with the district's environmental goals. Additionally, you will be responsible for evaluating and adapting to any changes in provincial or federal regulations related to waste management, ensuring that the district remains compliant and forward-thinking in its approach to waste collection and disposal.

Manage This Portfolio in Partnership with the Western NB RSC

- In your role as Public Safety Manager, you will manage the solid waste and recycling portfolio in close partnership with the Western New Brunswick Regional Service Commission (Western NB RSC). This collaboration is essential for ensuring that the district's waste management practices are integrated with regional efforts and that resources are utilized efficiently across the broader community. You will work closely with the Western NB RSC to coordinate waste collection schedules, share resources, and implement region-wide initiatives that enhance recycling and waste reduction efforts. This partnership will also involve participating in regional planning meetings, contributing to the development of regional waste management policies, and advocating for the district's specific needs and priorities within the larger regional framework. By fostering strong communication and collaboration with the Western NB RSC, you will help ensure that the District of Carleton North benefits from economies of scale, access to shared expertise, and alignment with regional sustainability goals. This partnership will also allow you to stay informed about new developments in waste management, such as emerging technologies or regulatory changes, and to implement these innovations within the district's waste management strategy.

Qualifications

The minimum qualifications required to successfully perform the job are as follows:

- Specialized training or certification in public safety, emergency management, or related areas is advantageous.
- Experience in police services, fire services, emergency measures, animal control, by-law enforcement, or solid waste management.
- An equivalent combination of education and experience may be considered.

The following job certifications, diplomas or memberships are also required to perform the job:

- Valid, Class 5 New Brunswick Driver's License.
- Criminal Record Check.

The following would be considered an asset.

- Standard First Aid and CPR Certificate is an asset.
- English/French bilingualism is an asset.

Knowledge, Skills, and Abilities

The following knowledge, skills and abilities are required:

- Excellent communication skills: including the ability to listen actively, respond verbally in a manner that is clear and respectful, and prepare written communications that are clear and concise.
- Teamwork and relationship-building skills including the ability to establish and maintain effective working relationships with peers, subordinates, Council members, residents, government officials, contractors/suppliers, business representatives and other stakeholders.
- Ability to negotiate and deal with diverse groups of people.
- Knowledge of any relevant municipal and provincial policies, procedures, regulations, and by-laws.
- Knowledge of the fundamentals of finance, accounting, budget preparation and adherence, project evaluation, marketing, and legal processes.

- Knowledge of the social, cultural, and demographic composition of DCN, including challenges that face the district.
- Ability to accurately define and effectively address problems as they arise.
- Ability to set realistic goals and develop plans to achieve them.
- Ability to manage time effectively and access essential information in a timely manner.
- Ability to prioritize work, manage multiple demands, meet tight deadlines, remain calm during crises, respond constructively and support others in challenging situations.
- Ability to develop and implement goals, objectives, priorities, practices, and procedures.
- Skill in using office equipment, computers, and software, including proficiency in Internet access, Microsoft Office, and online marketing tools such digital and display ads, social media, website maintenance, e-blasts, for example
- Knowledge of the operation of municipal facilities and any relevant municipal policies, procedures, regulations, and bylaws.
- Exceptional planning and organizational skills; including the ability to develop and implement strategic practices and procedures.
- Ability to work with minimal supervision.
- Ability to retain confidential information.
- Ability to work on several projects and tasks simultaneously and prioritize accordingly.

Working Conditions

The Public Safety Manager must spend considerable time interfacing with the public or prospective businesses. The incumbent must be prepared to perform tasks on evenings, weekends, and statutory holidays to facilitate a wide range of meetings or events which may, from time to time, require the incumbent to travel outside the municipality. You may have to manage multiple projects at once.

The incumbent may be interrupted to meet the needs and requests of residents, staff or business partners and may find environments to be sometimes chaotic. Excellent organizational, time and stress management skills will be required to keep activities and events on track to accomplish required tasks in a timely and effective manner.

Physical Requirements

The Public Safety Manager may spend long hours sitting and using office equipment and computers, which may cause eye and muscle strain.

Hours of Work

The incumbent is required to work Monday to Friday 8:00 a.m. to 4:00 p.m.

Certification and Approval

Employee and Supervisor Certification

<p>I certify that I have read and accepted the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Employee)</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>	<p>I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.</p> <p>_____</p> <p>Signature (Supervisor)</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Date</p>
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Approved by Chief Administrative Officer:	
Printed Name:	
Date:	