



Job Posting

Administrative Assistant

- Emergency Services -

Job Posting #: 2026 – 09
Hourly Rate: \$27.16 - \$31.64
Location: Baltimore Fire Hall

The Township of Hamilton is a rural/urban community nestled between Lake Ontario and Rice Lake in Northumberland County, one hour east of Toronto and next door to the Town of Cobourg. With a population of approximately 11,000 residents the Township offers a delightful blend of the Oak Ridges Moraine, active farms, residential subdivisions and estates, historic villages, waterfront, and tourism.

The Township is situated within the traditional territory of the Mississauga Anishinaabeg and Chippewa nations, collectively known as the Williams Treaties First Nations. Our work on these lands respectfully acknowledges their resilience and their longstanding contributions to the area now known as the Township of Hamilton.

All positions in the Corporation of the Township of Hamilton support the Township's vision of making life better every day by creating a vibrant and sustainable township we are all proud to call home. Employees demonstrate empathy and respect in all interactions, are committed to service excellence.

As part of our mission to provide effective and efficient services to our residents, the Township is now accepting resumes from qualified applicants for a newly created position of **Administrative Assistant – Emergency Services**.

What will you do:

Administrative Support

- Provide comprehensive administrative assistance to the Fire Chief, Deputy Fire Chief, Fire Prevention Officer, and part-time Firefighters.
- Prepare, format, and distribute correspondence, reports, meeting agendas, and minutes.
- Assist in the documentation and monitoring of various budgets within the Emergency Services department.
- Compile bi-weekly payroll data, and after approval by Fire Chief, deliver data to Payroll department to ensure timely payroll process.
- Run bi-weekly Ministry of Transportation (MTO) and Motor Vehicle Collision (MVC) billings and review incidents against established billing criteria to confirm eligibility.
- Complete expense claims for department personnel.
- Make updates and changes to the Emergency Services webpage, as required.
- Review and update departmental policies and procedures in alignment with received directives, ensuring documentation remains current and compliant with applicable standards.

Emergency Operations Coordination

- Assist in the planning, coordination and documentation of Emergency Operations Centre (EOC) activities.
- Support emergency preparedness initiatives, including training schedules, resource tracking, and communication protocols.
- Maintain up-to-date contact lists and emergency response documentation.

Compliance & Records

- Supports departmental compliance with municipal, provincial, and federal regulations.
- Track and compile data for incident reports, fire prevention activities, and departmental performance metrics.
- Maintain accurate records for inspections, certifications, and training.
- Run bi-weekly MTO and MVC billings. Review each incident to determine billing eligibility.
- Safekeeping of Emergency Services department documents and records, adhering to the Municipalities records management policy.

Scheduling and Communication

- Coordinate meetings, training sessions, and departmental events.
- Serve as the central point of contact for internal and external communications related to Emergency Services.
- Monitor and respond to inquiries, ensuring timely and accurate information flow.

What will you do – cont'd:

General Office Operations

- Prepare regular reports for management as required.
- Order and maintain office supplies and office equipment.
- Send and receive all Emergency Services department related mail and courier shipments.
- Performs other duties as assigned.

What we expect of you:

- Ontario Secondary School Graduation Diploma and college diploma in Business Administration or related field.
- Minimum of one (1) year office administrative experience, preferably in a municipal setting.
- Advanced computer skills, including but not limited to Microsoft Word, Excel, Adobe, Outlook, and Canva.
- Experience with fire management software, such as First Due and Fire Pro is an asset.
- Superior written and verbal communication skills.
- Strong organizational and time management skills.
- Exceptional customer service skills.
- Pro-active, flexible and a positive attitude.
- Class "G" driver's license in good standing, have access to a reliable personal vehicle.

Please note: *After reviewing the qualifications listed above, we want you to know that we understand you may not meet all the qualifications described, but we still encourage you to apply, as you may have other relevant expertise and experience that you can bring to the role.*

The Corporation of the Township of Hamilton is an Equal Opportunity Employer. For more information, please review our careers webpage.

The Corporation of the Township of Hamilton is committed to providing barrier-free and accessible employment practices in compliance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted to schedule an interview and we will work with you to meet your needs.

Interested applicants should forward a PDF copy of their cover letter and resume (one document preferred) in confidence to the attention of hr@hamiltontownship.ca by 4 pm on Friday May 29, 2026

The Township of Hamilton does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment process. All applications are reviewed and assessed by Human Resources and the hiring manager.

While we appreciate all applications, only those to be interviewed will be contacted. We do not retain unsolicited applications.