



JOB DESCRIPTION

Job Title: Emergency Program Manager
Reports To: Fire Chief/Emergency Program Coordinator

Affiliation: Exempt
Hours per Week: 35
Approval Date: Jun 5, 2023

Position Summary

Reporting to the Director of Community Safety/Fire Chief and the Emergency Program Coordinator, the Emergency Program Manager is responsible for planning, implementing, and maintaining the Emergency Management Program including effective emergency preparedness, response, recovery, and mitigation and compliance with provincial mandates. This position works with and supervises departmental employees and volunteers to coordinate the implementation of Emergency Program activities and the Emergency Support Services (ESS) programs which will enable the community to respond quickly and effectively in providing essential services to evacuees and responders affected by an emergency or disaster.

The Emergency Program Manager participates in short- and long-range emergency response planning and coordinates the various initiatives of the volunteer committees and divisions of the Emergency Program. This position responds to after hour emergency incidents as required, understands response protocols, and prepares for and supports Emergency Operations Centre (EOC) activations. Communications planning and implementation, public education/relations, and event management coordination is also a requirement of this position.

Nature and Scope of Work

1. Supports the development and maintenance of the community Emergency Support Services (ESS) Plan and procedures, ensures the plan is current, annually exercised, and evaluated for effectiveness.
2. Supports ESS activations and training exercises.
3. Coordinates the mobilization and demobilization of ESS Level 2 and Level 3 responses.
4. Assumes a regular rotation on the ESS Level 1 response team.
5. Manages the planning, development, and implementation of the District's Emergency Program activities.
6. Coordinates Emergency Program related training for District employees and ESS members.
7. Supports the activation and/or de-activation of the EOC and/or Department Operations Center (DOC) and performs EOC or DOC position roles as required.
8. Provides support to the ESS program in all phases of the team's activities including planning, preparedness, responses, and recovery.
9. Recruits and retains volunteers for participation in Emergency Preparedness Program activities.
10. Identifies resources in the community and supports coordination of the establishment of supplier agreements for services.
11. Assists with the development of the division budget.
12. Plans, coordinates, and presents at emergency preparedness events, volunteer activities, training, and exercises.
13. Coordinates communications and outreach materials for the Emergency Program.
14. Establishes relationships and liaises with ESS Program volunteers, community groups and residents, and internal and external stakeholders on matters related to ESS planning and preparedness.
15. Maintains close contact with Sooke Emergency Preparedness Program representatives and participates in joint training exercises.
16. Liaises with provincial, regional, and community support organizations.

17. Prepares reports and conducts research.
18. Attends meetings and represents the Emergency Program. Attends after hour meetings, as required.
19. Offers support and recommends to Sooke's FireSmart and Climate action initiatives.
20. Performs other related duties as required.

Knowledge, Skills, and Abilities Requirements

1. Ability to function efficiently with limited direction, to establish and maintain effective working relationships with municipal officials and other employees, and to meet and successfully serve the public on a continuing basis.
2. Ability to maintain confidentiality of matters at all times.
3. Ability to effectively plan, organize, set priorities, and work well under pressure and to a deadline.
4. Ability to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information.
5. Thorough knowledge of business English.
6. Thorough familiarity and proficiency with Microsoft Office Online, records management application, land management application, and the ability to learn other software systems as required.
7. Working knowledge of legislation and records management practices applicable to the work and the operations and functions of various municipal departments.
8. Experience with computer-based applications including MS Office Online, records management, land management, and databases.
9. Considerable knowledge of administrative practices, procedures, standard protocol, and fire department/emergency program communication needs.
10. Working knowledge of adopted District document management practices.
11. Working knowledge of the operations and functions of an Emergency Operations Center.
12. Working knowledge of the operations and functions of other District departments.
13. Working knowledge of related municipal legislation, including *Local Government Act*, *Community Charter*, *Fire Services Act*, *Fire Safety Act*, and *Emergency Management Act*, and *Freedom of Information and Protection of Privacy Act (FOIPPA)*.
14. Ability to adapt and learn new ideas, principles, and concepts in an ever-changing local government environment.
15. Strong interpersonal skills and written and verbal communication skills.
16. Excellent organizational and time management skills.
17. Excellent team building skills.

Training and Experience Requirements

1. Two (2) year post-secondary certificate in Emergency Management in addition to up to one (1) year of JIBC courses (ESS Director, Incident Command System Levels 200 and 300).
2. Incident Command System (ICS) 100.
3. Emergency Operations Center (EOC) Essentials.
4. Emergency Management Information Officer courses.
5. Two (2) years directly related emergency management/preparedness experience, in addition two (2) years of volunteer management experience (both in an employee/career capacity).
6. Minimum of five (5) years' municipal government experience.
7. Valid Class 5 BC Driver's Licence, a current Driver's Abstract, and a personal vehicle for work related use.
8. Satisfactory Police Information Check.

The previous statements reflect the general duties considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all work requirements that are inherent in the job.

APPROVED BY:

Edward (Ted) Ruiters
Director of Community Safety/Fire Chief

Date

Raechel Gray
Deputy Chief Administrative Officer

Date