



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Emergency Program Coordinator - Nelson

### *Job Description*

**TITLE OF IMMEDIATE SUPERVISOR:** Manager of Community Sustainability

**TITLE OF IMMEDIATE SUBORDINATES:** n/a

**DEPARTMENT:** Development & Community Sustainability

#### **SUMMARY OF POSITION:**

Reporting to the Manager of Community Sustainability, the Emergency Program Coordinator (EPC) is responsible for coordinating and overseeing the local Emergency Management Program within a set geographical area of the Regional District of Central Kootenay (RDCK). The primary responsibilities of this position will be leading emergency preparedness, response, and recovery from an Emergency Operations Centre (EOC) perspective, as well as providing day-to-day support to their defined geographical area.

#### **TASK DESCRIPTION:**

As a member of the Community Sustainability team, responsibilities include, but are not limited to:

1. Establishing and coordinating emergency preparedness committees: prepares agendas, chairs meetings, and makes recommendations regarding risk management, mitigation, preparedness, response and recovery.
2. Acting as point of contact for the emergency program to discuss emergency preparedness, response, and recovery.
3. Establishing and maintains updated resource and contact lists in case of emergency and keeps stakeholders engaged.
4. Anticipating potential emergency situations by monitoring current conditions and participating in hazard awareness information sessions provided by related provincial bodies (e.g. EMBC, FLNRO).
5. Developing, maintaining and regularly reviewing emergency plans in collaboration with Emergency Program staff to ensure compliance and preparedness.
6. Developing, organizing and facilitating training and exercising of RDCK EOC staff including tracking and records management.
7. Providing input to the Emergency Program budget.
8. Managing grants as required.
9. Acting as Emergency Operations Centre (EOC) Director, which includes:
  - a. During EOC activations
    - Ensures the EOC is able to receive, manage, store and disseminate information;
    - ensures provincial financial guidelines are followed to ensure reimbursement of costs;
    - maintains communications with Manager of Community Sustainability; and
    - maintains communications with internal partners and external stakeholders.
  - b. Following EOC Activations:
    - leads recovery plan implementation;
    - completes and distributes the EOC After Action Report;
    - organizes public forums and/or meetings to keep residents informed as to the status of recovery efforts and on-going emergency management initiatives; and
    - applies financial and administrative requirements of the RDCK and EMBC.



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10. Supporting RDCK Communications Coordinator during public forums and meetings to ensure residents are informed of emergency status, recovery efforts and on-going emergency management initiatives.
11. Processing and submitting reports and information to Emergency Program staff and the Regional EOC as required.
12. Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Certificate in Emergency Management or equivalent
- 3 years' experience in emergency preparedness, response or recovery sector with a focus on EOC response, and 1 additional year of leadership experience, preferably while leading an EOC
- Demonstrated competency in project management
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract
- Satisfactory Criminal Record

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced knowledge and experience in Emergency Operations Centres
- Considerable knowledge of emergency programs and systems
- Understanding of relevant federal, provincial and local legislation, acts, policy and bylaw and how they apply in a rural context
- Ability to work independently with a consultative teamwork approach
- Ability to develop and present training and instruction to variety of stakeholders including volunteers, other government officers and the public
- Excellent networking skills with the ability to coordinate groups of workers and volunteers across a wide geographical area
- Professional report writing skills
- Ability to delegate effectively;
- Strong interpersonal and communication skills;
- Ability to remain calm and work professionally in an emergency situation;
- Demonstrated conflict resolution skills;
- Ability to develop and maintain budgets, prepare funding applications and requests for proposals; and
- Demonstrated competency with common computer programs such as: Word, Excel, PowerPoint; etc. and the ability to learn and effectively use new computer systems.

### **CONDITIONS OF WORK**

- Participation in the RDCK On-Call program is a requirement of this position;
- Will be required to work extended hours under stressful conditions in the event of an emergency
- Travel and overnight stays may be required in the event of an emergency

### **ACCEPTANCE**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.



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## *Job Description*

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Employee Name

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Employee Signature

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Date

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Employer Representative Name

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Employer Representative Signature

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Date