

ESQUIMALT POSITION DESCRIPTION

Pos. No: 197

EFFECTIVE DATE: MAY 2014

Amended: July 23, 2020

Approved by: Director of Community Safety Services

Position Title:	Deputy Emergency Program Coordinator
Department/Division/Section:	Community Safety Services

POSITION FUNCTION

Reporting to the Director of Community Safety Services, the Deputy Emergency Program Coordinator is responsible for the coordination of the operations of the Emergency Program.

KEY DUTIES

Responsible for assuming the lead in maintaining the Township's emergency plans and strategies including: hazards, risks, and vulnerabilities assessment; volunteer-based emergency response and recovery programs; acting as the Emergency Social Services Director including relationships with community organizations; citizen evacuation; and Emergency Operations Centre (EOC) readiness and activation. Works with Emergency Program Coordinator to translate strategic goals into a work plan and evaluates/monitors and reports successes.

Staff Development & Performance: Coordinates and conducts training for Municipal staff in Emergency Management; establishes and maintains volunteer-based emergency program response components and a neighbourhood emergency preparedness program; develops and coordinates EOC training and exercises for municipal staff and program volunteers; ensures that the municipal EOC is exercised and maintained in an operational and response-ready state.

Budget & Financial Management: Manages all aspects of the Emergency Program budget. This includes providing input to the Director on preparation of the annual budget, monitoring expenditures and being responsible for the overall budget for the section.

Administration: Oversees and ensures the efficient and strategic operation of required administrative processes for Community Safety Services. Examples include: providing administrative support to the Director as required; assisting the Director in project-based Departmental assignments; performing other duties as required.

Internal & External Communication: Liaise, support, seek information from, and communicate with a wide range of Departmental, Municipal, and outside groups and agencies; maintains working relationships and liaises with municipal staff, program volunteers, the Province, Capital Regional District, community and non-governmental organizations and corporate community on matters related to emergency planning; attends meetings and represents the Township at municipal, regional, and provincial levels; conducts presentations to community groups and organizations.

Customer Service: Provide excellent customer service that includes: regular interaction with service area customers; meetings; individual customer inquiries; problem-solving regarding concerns; and the development of plans and initiatives that support corporate objectives and values. Includes activating the Municipal Emergency Response and Recovery Plan at the direction of the Emergency Program Coordinator and responding to the EOC during emergency operations.

INDEPENDENCE

Reports to the Director of Community Safety Services and is a key member of the corporate Management Team. The Deputy Coordinator works directly with their staff, departmental directors, managers, union representatives, and staff in other departments and/or agencies.

Work is generated by Council, Provincial Legislation, the Director of Community Safety Services, by policy requirements, by community members, groups and customers, natural occurrences, and on the Deputy Coordinator's own initiative. Work is reviewed through reports and discussions with the Director. Issues such as major expenditures, the discipline of employees, and deviations from established policies and procedures are discussed with the Director.

WORKING CONDITIONS

Physical Effort:

Normal: both office and in the community.

Mental Effort:

Normal.

Occasional intense or prolonged mental effort during emergency/incident response.

Visual/Auditory Effort:

Normal.

Work Environment:

Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise, and/or perform departmental activities in response to emergency scenes, disasters, or critical incidents.

Occasionally exposed to outside weather conditions.

Incumbent may be required to work extended hours, including evenings and weekends.

Subject to call out at any time.

KNOWLEDGE, KEY SKILLS, AND ABILITIES

Promote, incorporate and role model the Township's core values into all program activities:

Accountability – we are transparent and take responsibility for our policies, our decisions and our actions.

Integrity – we practice high standards of ethical behaviour and open communication that inspires trust.

Respect – we value people and treat everyone with dignity and fairness.

Service Excellence – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

Passion – we approach our work with conviction and enthusiasm.

Working knowledge and understanding of software applications in an office/administrative environment.

Knowledge of the functions and operations of an Emergency Program.

Knowledge of the Federal and Provincial statutes related to the Emergency Program including the *BC Emergency Program Act*.

Knowledge of the Incident Command System and BCEMS.

Volunteer management skills in recruitment, training, orientation, evaluation, and recognition.

Ability to establish and support volunteer-based emergency response programs.
Ability to function effectively in emergency situations and direct others in these situations.
Ability to develop and maintain partnerships with volunteer networks and community organizations.
Ability to facilitate training and deliver presentations.

QUALIFICATIONS

Formal Education, Training, and Occupational/Professional Certification:

Degree in related field.

Preference may be given to candidates with an Emergency Management certificate or other formal Emergency Management Training.

Experience:

3 - 5 years progressive experience in emergency management, community development, and volunteer management.

OTHER

Valid BC driver's license.

Criminal record check (vulnerable sector).

Flexibility required working an irregular work week, including evenings and weekends as required.

Length of time to become familiar with job duties and responsibilities: 1 year.

May be requested to substitute in a more senior position.