



Making a difference...together

Employment Opportunity

Electoral Area Emergency Services Coordinator

Planning & Protective Services – Protective Services

Competition	19/231
Status	Regular Full-Time
Hours of Work	70 hours bi-weekly
Rate of Pay	\$32.70 to \$37.11 per hour (2019 rates)
Review of applications begins	4:00pm on December 12, 2019; however, this competition will remain open until filled

Summary

The Electoral Area Emergency Services Coordinator assists in providing writing, research and project management support for local community Emergency Management and Fire Protection programs in the three Electoral Areas (Juan de Fuca, Salt Spring Island and the Southern Gulf Islands) that are operated within the responsibility of the CRD. This includes being a part of the CRD Emergency Operations Centre as required. This position may require some evening or weekend hours.

Duties & Responsibilities

- In collaboration with local fire departments and emergency program personnel, assists in the preparation, writing and maintenance of standard operating guidelines, procedures and plans as required for both fire and emergency programs.
- Establishes and maintains positive relationships with both external and internal stakeholders.
- Sources training programs for efficiencies and cost effectiveness.
- Gathers, inputs, tracks and maintains records of community volunteers
- Tracks training records as required for both fire and emergency programs.
- Provides logistical support for program/course delivery as directed.
- Assists in the organization of emergency exercises and "After-Action" reports.
- Attends Advisory Commission or other public stakeholder meetings as required.
- Organizes, maintains and distributes meeting documents such as minutes, agendas and reports.
- Supports communities in the use and implementation of situational awareness software.
- Works with community programs on public education and social media initiatives.
- Participates in emergency management exercises as directed.
- Acts as a member of the CRD Emergency Operations Centre, as required.
- Provides support to Emergency and Fire programs, as directed.
- Responds to calls for emergency program support in conjunction with the CRD Emergency Manager and Electoral Area Coordinators, as required.
- May be required to act as standby Duty Officer.
- Liaises between local programs and CRD EOC support and may be deployed to the point of need depending on the emergency situation.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

Qualifications

- Degree in a relevant discipline, such as Emergency Management, Business Administration or Public Safety, and three years' relevant experience, including direct experience working in an Emergency Operations Centre (EOC) and experience in drafting policy, procedures and/or guidelines or an equivalent combination of education and experience may be considered, such as a diploma and 6 years' related experience.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Demonstrated experience and training in emergency management with an understanding of relevant legislation.
- Knowledge of emergency management and response, including BCEMS and applicable legislation, at all levels of government including local, provincial and federal.
- Experience in emergency management including an Emergency Operations Centre.
- Demonstrated experience with project management principles
- Understanding of the operational requirements of a fire department in a rural setting.
- The ability to develop effective working relationships with a diverse group of individuals including volunteers
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software and records management software, such as FDM (Fire Department Management).
- Experience in situational awareness software and emergency communications an asset.
- Experience in emergency communications, including social media.
- Ability to process a large amount of information and write/present information in a clear and easily understandable format.
- Ability to concisely organize data, such as training records.
- Excellent research and writing skills
- Experience with organizing, coordinating and supporting meetings
- Ability to work under pressure with deadlines while looking for program efficiencies and opportunities for program improvements.
- Excellent problem solving & critical thinking abilities.
- Ability to work as part of a team, use initiative and produce results.
- Must possess a valid BC Driver's License

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

