



## **Emergency Management Coordinator**

### **Part-time Position**

Reporting to the CAOs of the Town of Truro, Municipality of Colchester, and the Town of Stewiacke, the Emergency Management Coordinator shall be responsible for developing and maintaining the overall Emergency Management Plans and procedures for the Town of Truro, Municipality of Colchester, and the Town of Stewiacke.

The Coordinator is required to assist municipal departments, non-governmental and volunteer agencies to develop plans and procedures in accordance with the REMO plan; to facilitate internal and external stakeholder's cooperation and to coordinate municipal operations with those of the provincial and federal governments in the event of an emergency. Additionally, the Coordinator is to ensure that all REMO EOC's and associated equipment are fully functional and ready for use in the event of an emergency.

This position requires a minimum of twenty-four (24) hours in a standard week. The Coordinator is expected to work the hours necessary during an EMO event (time-in-lieu to be considered) as well as attending meetings when required. It is expected that the EMC will organize his/her schedule in such a way to effectively and efficiently organize the twenty-four (24) hours of work within the standard work week. Applicants must have well developed organizational, analytical and time management skills, and be capable of working independently as well as participating as part of a team.

The successful candidate must have exceptional interpersonal skills to effectively interact with the public, emergency agencies, officials, external agencies and the general public. Applicants must have a minimum of ICS-300 or ability to obtain certification within one (1) year. Must be familiar with the TMR/VHF/Digital VHF radio systems and knowledge of Federal, Provincial and Municipal legislation, regulations, codes and Municipal By-laws with respect to emergency management. Completion of grade 12 High School or equivalent, and minimum of five (5) years related experience; or a suitable combination of training and experience. Experience working in a municipal government environment considered an asset. A current Criminal Reference Check will be required as a condition of employment.

The salary range for this position is \$29,937 - \$43,917 based on a full-time FTE. The incumbent salary is pro-rated based on a twenty-four (24) hour work week, with consideration given to service, skills and experience.

We welcome applications from all qualified applicants; however only those selected for an interview will be contacted. Applicants are invited to submit a covering letter and resume by 4:30 p.m. Friday, August 16, 2019 to: [kgrattomccarthy@colchester.ca](mailto:kgrattomccarthy@colchester.ca)