

JOB DESCRIPTION
Emergency Management Coordinator
Incumbent:
Revised July 15, 2019

POSITION SUMMARY

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

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.

REPORTING RELATIONSHIPS:

Reports To: - To Be Determined

KEY WORKING RELATIONSHIPS:

- Internal:**
- Applicable Department
 - Other Town Departments
- External:**
- CAO, Town of Stewiacke
 - CAO, County of Colchester

RESPONSIBILITIES/ACCOUNTABILITIES:

- Design, develop, coordinate and implement region-wide and site-specific training regarding the various elements of the Emergency Management Plan.
- Execute a minimum of two "Preparedness Drills" per year, one which must include a coordinated response with local emergency services.
- Participate with internal and external committees and agencies regarding emergency preparedness, including those at the hospital, local, regional and provincial levels.
- Responsible for ensuring that all EMO NS guidelines for preparedness standards are communicated and met.
- Lead the REMO Planning team in the design, coordination and implementation of emergency preparedness plans, procedures and training (for internal and external events).

- Support the implementation and on-going education of the Incident Command System (ICS) throughout the organization, the key element of the Emergency Management Plan, including supporting the following responsibility areas: Security and Safety, Communications, Training, Operations, Logistics, Planning, Finance and Operations.
- Develop project plans and timelines for accomplishing outstanding tasks.
- Identify inconsistencies among plans and propose corrective measures.
- Identify systems and operational problems and propose solutions. Work to build consensus when jurisdictional response plans diverge.
- Participate and report on Emergency Preparedness Plan to the REMO Advisory Board in compliance with EMO NS.
- Investigate and research best practices with respect to emergency preparedness, attend seminars, benchmark with other institutions and obtain resource material for review.
- Ensure that the Emergency Management Call Lists are up to date and functional.
- Coordinate all capital and significant operational requests to support emergency preparedness. Present summary requests to the CAOs and REMO Chair for review and approval.
- Work with local experts to ensure that emergency preparedness equipment and supplies are available and in good working order. Assist in the coordination of recommending the purchase of supplies/equipment as necessary.
- Attend Emergency Preparedness meetings with external agencies at the local, regional and provincial levels.
- Work with the EMO Nova Scotia to maintain and update the Emergency Management Plans.
- Investigate, research and make recommendations regarding best practices with respect to emergency preparedness.
- Perform other related duties incidental to the work described herein.

COMPETENCIES

Networking and Relationship Building

Builds and maintains effective and constructive planning and working relationships, partnerships or networks with people who may assist with attaining goals.

Teamwork

Achieves the Regional Emergency Management Organization (REMO) goals and objectives by working cooperatively with others and developing a positive climate.

Communication

Effectively receives and conveys ideas and information in all forms in a way that increases the understanding of the intended audience.

Conscientious and Reliability

Performs in a professional, ethical, thorough and consistent manner by self-discipline and commitment of duty. Demonstrates a strong commitment to detail and an emphasis on quality.

Stewardship

Focuses on safeguarding and using human, financial, technological and information resources effectively by ensuring readiness, planning and operations are implemented in compliance with applicable policies, procedures, practices, standards, laws and regulations; as it relates to the Regional Emergency Management Organization (REMO).

Results Oriented

Shows a personal need to achieve high quality results that either meet or goals and objectives of the Regional Emergency Management Organization (REMO). It requires being a self-starter, demonstrating initiative and competing against personal standards for excellence.

Planning and Organizing

Plans, organizing, implements, evaluates and adjust goals, objectives and actions to meet the Regional Emergency Management Organization (REMO) and operations.

Flexibility

Considers, adopts and changes behaviour in the event of operational needs, new ideas or work methods. Also interacts effectively within a variety of situations involving various individuals or groups of diverse backgrounds and experience. Demonstrates a positive attitude and open-minded thinking when faced with uncertainty and change.

Developing Others

Guides and supports developmental opportunities for others to achieve their full potential in their current and future roles as it relates to emergency preparedness.

Meeting Community Needs

Demonstrates a strong desire to identify, meet or exceed community needs and expectations as it relates to the Regional Emergency Management Organization (REMO) mandate.

QUALIFICATIONS & TRAINING

- Completion of grade 12 High School or equivalent;
- A minimum of five (5) years related experience; or a suitable combination of training and experience;
- Ability to collect, compile, analyze, interpret and utilize statistics, studies and surveys;
- Ability to express ideas and make presentations effectively both orally and in writing;
- Ability to establish and maintain effective working relationships with employees, elected officials, emergency agencies, officials, outside agencies and the general public;
- 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;
- Familiarity with communication technologies, satellite technology, an asset;
- Knowledge of Federal, Provincial and Municipal legislation, regulations, codes and Municipal By-Laws with respect to emergency management;
- Knowledge of emergency preparedness methods, techniques and procedures, an asset;
- Possess a valid class 5 Nova Scotia Driver’s License;
- Completion of Workplace Global Harmonized System Training (GHS);
- Must be bondable and subject to a criminal records check;
- Must be willing to successfully complete training and any course deemed necessary by the REMO Advisory Committee or CAO’s.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

This contract position requires a minimum of twenty-four (24) hours in a standard work 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 as to effectively and efficiently organize the twenty-four (24) hours of work within the standard work week.

SALARY

The salary for the 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.

AUTHORIZING SIGNATURES

CAO, Date

INCUMBENT’S SIGNATURE

Employee Date