



VACANCY POSTING

POSTING #: NU-2022-25 Posting Period: June 9 – 27 , 2022	EMPLOYEE GROUP: Non-Union POSITION STATUS: Permanent Part-Time Hours worked per week: up to 24
Position: Coordinator, Emergency Management/Emergency Services Support Grade: 6 (under review) Wage Range: \$38.708 - \$43.542 / hr (Jan 2022)	Department / Division: Community and Development Services / Emergency Services Location: Cayuga, ON

PURPOSE OF POSITION:

Reporting to the Manager, Emergency Services / Fire Chief, the incumbent will

- Plan and implement all aspects of the Corporate Emergency Management Program, for certification annually, including but not limited to:
 - Communications lead for all emergency services matters including during emergency events
 - The planning of emergency and disaster response
 - Review and revise the County's Emergency Response Plan
 - Continuity of Operations Plan
 - Evacuation Plans
 - Hazard Identification Risk Assessment Review and Revision
 - Critical Infrastructure review and Revision
 - Emergency Management Annual Training and Exercise preparation and implementation for County Emergency Management Staff
 - Providing analysis and recommendations for improvement following real or mock disasters or emergencies
- Plan and implement all aspects of the Community / Emergency Response Programs, including but not limited to:
 - Directly contributing to individual / stakeholder emergency plans for comment and alignment with the County
 - Coordinating shared resources and equipment
- Plan and oversee the implementation of educational programs for internal and external use in both Emergency Management and Fire
- Create and post Social Media messages for Emergency Services Division, including Fire Services, Paramedic Services and Emergency Management.
- Act as Counties Emergency Information Officer as per Provincial Legislation
- Post Emergency Messages via website, social media and work with media outlets to communicate emergency messages during a perceived emergency or actual emergency.

EDUCATION & EXPERIENCE

- Community College diploma relative to emergency services, with emergency management content and emergency communication content

PLUS

- Up to and including five years current related experience in emergency response, disaster planning, or public administration

Or equivalent to that combination.

KNOWLEDGE & SKILLS REQUIRED:

- Good understanding of emergency management in the province of Ontario, emergency services operations and municipal services.
- Sound technical knowledge relative to area of responsibility.
- Interpersonal skills to establish and maintain relations with others (County staff, peers within other organizations, agencies / organizations).
- Research, analytical, problem solving and decision-making skills to enable the assessment of issues / situations, develop options and make decisions necessary for the effective and efficient operation of work unit.
- Communication skills (listening, writing, verbal), including facilitation and presentation skills to provide clear information and to ensure solid understanding of emergency messaging / releases / notices, fire prevention requirements, and guidelines.
- Media relations and press release development skills.
- Time Management / organization skills to identify priorities, re-arrange work if required to meet identified deadlines.
- A valid Ontario Driver's License (Class G) and access to a reliable vehicle is required.
- Knowledge of how the Budget process works.

COMPUTER EXPERTISE:

Level 3 - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

Accountabilities / Tasks

Include, but are not limited to the following:

Tasks include, but are not limited to, the following:

- Plan responses to emergencies and disasters in order to minimize risk to people and property
- Review and revise Emergency Response Program, as necessary
- Prepare, review and revise Continuity of Operations Plan
- Prepare, review and revise Evacuation Plans
- Prepare, review and revise Hazard Identification Risk Assessment (HIRA)
- Prepare, review and revise Critical Infrastructure assets
- Prepare with GIS staff, mapping for vulnerable occupancies and Critical Infrastructure.
- Assist with the application of legislation and regulations relevant to the Division; including
 - Emergency Management policies and procedures,
 - County by-laws respecting Emergency Management Program,
 - provincial statutes and regulations respecting Emergency Management and Civil Protection Act
- Ensure he / she understands and safely conducts work within applicable Acts, regulations, approved County policies and procedures
- Assist in completing all aspects of Emergency Management Program for certification annually
- Prepare and ensure EOC's, (Primary & Alternate) are equipped and functioning, which may involve being reference for the control group outside of business hours
- Sit on the Emergency Program Committee
- Organize emergency management training programs, and exercises for staff, outside agencies, volunteers, and other first responders, which are meant to test components of Emergency Response Plan to ensure compliance
- Act as communications coordinator during emergencies. Prepare all internal and external communications, including flood warnings, emergency detours, road closures, etc.

- Work with County's Emergency Information Officer to ensure all media releases during a declared Emergency are prepared and directed to proper contacts.
- Act as communications lead for Emergency preparedness, Fire Prevention Week, and Paramedic Week. Work with Fire Prevention and Deputy Paramedic Chiefs to ensure proper communications for each event.
- Coordinate the use and sharing of resources and equipment within the community to assist in emergency response
- Prepare and analyze damage assessments following disasters or emergencies
- Review emergency plans of individual organizations, ex. Health Unit, to ensure their adequacy
- Apply for federal funding for emergency management responses and report on progress
- Conduct operational planning
- Planning of educational programs for both Emergency Management and Fire
- Present innovative and effective fire and life safety education programs to the public
- Liaise with other municipal departments / divisions, provincial and local agencies. Coordinate work with other agencies, such as OPP, Office of the Solicitor General, Emergency Management Ontario, Health Unit, etc., and provide assistance with review and preparation of Emergency Plans, and programs to ensure compatibility with Haldimand County's Program..
- Contribute to the development of appropriate policies and procedures, emergency management training modules, as required
- Research and prepare / drafts documentation on current projects, conditions, issues; make recommendations if / as required; present information at public and other meetings
- Ensure records for all projects / work undertaken are current accurate and complete and that documentation is readily retrievable
- Represent the Division at relevant meetings, if required
- Practice effective public relations to sustain the positive image of the Corporation in Haldimand County
- Establish and maintain relationships with counterparts in other Municipal governments, and ensure cooperative relations with Staff
- Prepare reports to the appropriate government ministry.
- Required to monitor Emergency Management Budget to ensure projects are on time and within set costs.
- Be prepared to respond to Emergencies and complete assessments of County assets and areas during an emergency, 24/7.
- Act as alternate Emergency Information Officer, requiring "On-Call" responsibilities be available 24/7 when acting in the EIO role.
- Undertakes projects / tasks as assigned by Deputy Fire or Paramedic Chiefs or division manager, in the areas of logistics, fire education, and any other duties as assigned

All Haldimand County employees are expected to:

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- a current (within the past 6 months) Police Check **YES OPP LE 220**

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by 4:30 p.m. on the last day of this posting.

AN EQUAL OPPORTUNITY EMPLOYER

Accommodation is available for any applicant with a disability, as it relates to the recruitment process of this position. Upon request, Haldimand County will consult with the applicant and provide, or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.