

Emergency Program Coordinator (EPC)

Permanent Full-Time – Reports to Fire Chief
35 hours per week (some evening and weekend work may be required)

General Outline, Scope and Purpose:

Reporting to the Fire Chief, the Emergency Management Coordinator will be responsible for the ongoing development and maintenance of the Emergency Management Program, coordination of activities related to the Pemberton Fire Department and 9-1-1 Service. This position holds two equal areas of responsibility, with a focus on management of all aspects of the Emergency Management Program, public education for both fire prevention and emergency preparedness, and administrative and project support to the operations of the Fire Department.

This position requires strong organizational skills, the ability to work under pressure and the ability to establish and maintain positive relationships with both external and internal stakeholders.

The Emergency Program Coordinator must maintain a high level of confidentiality on a variety of matters such as policy formulation, budget, labour relations and personnel matters.

Emergency Management Program Duties:

- Develop and maintain Emergency Management Program and plans as required
- Develop and maintain ongoing contingency plans based on hazard assessment
- Assume the Role of the Liaison Officer during an emergency
- Serve as initial contact person for agency representatives arriving at the Emergency Operations Centre (EOC)
- Liaise with other local authority EOCs and provincial and federal organizations
- Develop and maintain guidelines in establishing a functioning primary EOC and identifying at least one back-up EOC facility
- Set up the required organizational structure to ensure the EOC is staffed, organized and established for effective teamwork
- Liaise with Red Cross during ESS response
- Coordinate and deliver emergency preparedness public education sessions
- Develop and deliver training exercises
- Perform finance and administration duties associated with the emergency management program in conjunction with the Fire Department
- Maintain records of all emergency programs, activities and related statistics
- Participate in Emergency Program Management Committee
- Perform other duties as assigned.

Fire Department Administration Duties:

- Assist in the preparation, writing and maintenance of Standard Operational Guidelines, Fire Department programs and procedures
- Assist in the preparation of Council, internal and external reports
- Manage scheduling of meetings and inspections for Fire Chief
- Track and maintain records of fire calls
- Purchase and maintain department supplies
- Track training records as required for both fire and emergency programs
- Prepare and distributes meeting agendas and minutes
- Attend Fire Officer meetings and other Fire Department Committee meetings as required
- Assist and support recruitment and new hires process for paid on call firefighters:
- Assist and support the development, delivery, and maintenance of a variety of fire prevention, and public education sessions, including but not limited to:
 - FireSmart
 - Fire and Life Safety educational programs for youth, adult and seniors
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to develop and deliver training programs
- Excellent communication (verbal and written), interpersonal and customer service skills are required
- Exceptional ability to develop and maintain effective working relationships with a diverse group of individuals
- Understanding of ESS operations during small and large events
- Understanding of the operational requirements of a fire department in a rural setting
- Proficiency in Microsoft Office and records management software, such as Fire Pro
- Ability to concisely organize data, such as training records, for analysis or identification of standards and/or requirements
- Ability to prepare agendas, record minutes, prepare correspondence/reports, and research a variety of topics
- Ability to multitask and retain a strong attention to detail in a multi-faceted, fast-paced environment with changing priorities
- Ability to work both independently and as part of a team
- Ability to deal with challenging situations in a calm and competent manner
- Ability to act with tact, diplomacy and discretion with a high degree of confidentiality
- Ability to maintain current knowledge and skills through continuous learning.

Qualifications:

- Related post-secondary education
- Completion of Emergency Management training Minimum 3 years working in an administrative role
- 1-2 years' experience working in an emergency management role
- Experience providing public education in emergency preparedness and fire prevention
- Possess a valid BC Class 5 Driver's License
- Completion of, or willingness to complete, Emergency Management courses
- Experience working in a Volunteer Fire Department setting a strong asset.
- Knowledge of Local Government Operations a strong asset.