



# POSITION DESCRIPTION

<b>Title:</b>	Emergency Management Technician
<b>Department:</b>	Emergency Program
<b>Date:</b>	February 2019
<b>Supervisor:</b>	Emergency Program Manager
<b>Positions reporting to this position:</b>	None
<b>Status:</b>	1.0 FTE (full-time, permanent)

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## **General Description of work**

This is a full-time position assisting the Emergency Program Manager with all aspects of the SLRD Emergency Program. Flexibility in work arrangements will be considered (i.e. working from home for a portion of the time).

This position will support the ongoing development of the SLRD Emergency Program, including updating and enhancing the SLRD Emergency Management Plan and associated plans, protocols, business processes, regulatory bylaws, and relationships across all emergency management phases. This position will also provide support to the SLRD Emergency Program Manager during response activations of the SLRD Emergency Operations Centre, and will provide coverage for SLRD Emergency Program Manager duties during periods when the Emergency Program Manager is absent. The incumbent will also assist the SLRD Emergency Program Manager in expanding the public profile of emergency management within the Regional District, and will regularly engage with members of the public, other government agencies, and non-governmental organizations in training and educational projects related to emergency management. The work involves research and analysis, administrative tasks, funding applications and compliance reporting, planning and writing, delivery of presentations, community engagement, and coordination and collaboration. Overtime may be required, particularly during periods of emergency response.

This position will also provide support to the SLRD Emergency Program Manager in the administration of fire services, including assisting SLRD Volunteer Fire Departments with general administrative duties including budgeting, preparation of plans, acquisition of equipment, and implementation of records management and training tools.

## **Major Duties**

### **Emergency Management Technician**

Working with the Emergency Program Manager, the Emergency Management Technician will support the Emergency Program Manager across all phases of emergency management, and will assist with updating and enhancing the SLRD Emergency Management Plan and associated plans. Duties include but are not limited to:

- Updating Emergency Operations Centre support documents, including contact and resource lists; innovating new documents based on current best practices as required; and, sharing completed products with member municipality emergency programs.
- Assisting with the scope, development, and implementation of a strategic plan incorporating all phases of emergency management, including delineation of benchmarks and progress reporting, for the SLRD Emergency Program based on current best practices.
- Researching, analyzing, and preparing documents and reports to support the updating and enhancement of the SLRD Emergency Management Plan and associated plans.
- Assisting the Emergency Program Manager in the delivery of emergency management and preparedness training to SLRD and external staff, members of the public, and partner organizations.
- Coordinating community relations and engagement, including organizing meetings; developing and delivering presentations; creating information displays, pamphlets, and other collateral; and, evaluating public engagement effectiveness.
- Keeping up to date on relevant emergency management legislation within BC and Canada, and providing the Emergency Program Manager with analysis of challenges and opportunities related to legislative changes.
- Supporting the SLRD Emergency Program Manager (or designate) and SLRD staff during Emergency Operations Centre activations.
- Assisting Volunteer Fire Departments with general administration.
- Supporting the funding administration of implementing the Electoral Area Community Wildfire Prevention Plans.
- Supporting the preparation of funding applications and compliance reporting for funding received.

### **Minimum Qualifications**

- The successful applicant will be mature, professional and will possess:
  - Sound understanding of emergency management theory and practice in British Columbia, including the British Columbia Emergency Management System (BCEMS).

- Knowledge of natural and technological hazards in southwestern British Columbia, with particular attention to recent emergency event history in Sea-to-Sky and the South Chilcotin.
- Excellent research, organizational, and analytical skills with a keen eye for detail, along with the ability to triage and prioritize tasks.
- Strong computer skills (MS Office including Word, Excel, PowerPoint, Outlook).
- An understanding of local authority emergency management legislation, responsibilities, and obligations in British Columbia, with particular attention to regional districts.
- Basic knowledge of fire services, with particular focus on the issues affecting rural volunteer fire departments.
- Willingness to undertake emergency management career development training;
- A high degree of self-motivation, an interest in taking initiative and the ability to work independently with limited supervision.
- An aptitude for working collaboratively as part of a team.
- The ability to work under pressure in a fast-paced environment, meet deadlines and manage projects while adapting to shifting organizational priorities.

### **Education/Experience**

- Qualification in emergency management (certificate, degree, diploma) plus two or more years of relevant experience, or an equivalent combination of education and experience.
- Emergency Operations Centre training is an asset.
- Experience working in an Emergency Operations Centre, or within an Incident Command System structure, at a Section Chief level or above, is an asset.
- Local government experience is an asset, including knowledge of BC's *Emergency Program Act and Regulations* and *Fire Services / Fire Safety Acts*, and their implications for local authorities, particularly regional districts.
- Knowledge of the Forest Enhancement Society of British Columbia (FESBC) wildfire preparedness program and the Union of BC Municipalities Community Resiliency Investment (CRI) Program is an asset.
- Knowledge of wildland interface fire issues in small communities is an asset.
- Understanding of the context of forest fuel management for wildfire reduction risk is an asset.

### **Required Licenses, Certificates and Registration**

- Valid BC Driver's License.