

Job Title: Emergency Management Technician		Pay Grade: 7 Interim Rating
Department: Comox Valley Emergency Management		Reports To: Manager of Emergency Programs
JJE Maintenance Review Date:	Content Last Updated:	Position(s) supervised: N/A

JOB SUMMARY

The Comox Valley Emergency Management Service (Service) is a partnership with the Town of Comox, City of Courtenay, Village of Cumberland, and the Comox Valley Regional District (CVRD) to provide coordinated emergency programming and administration to the entire Comox Valley, including the interests of the Electoral Areas A, B and C and offers support to K'ómoks First Nation.

Under the direction of the Manager of Emergency Programs, this position supports operations of the Service and its programs including supporting the activation of an Emergency Operations Centre (EOC) and/or Comox Valley Regional EOC, as a back up to the Emergency Planning Coordinator. This position is operational and is responsible for coordinating and delivering the FireSmart / Neighbourhood Emergency Preparedness Program and Public Education events or sessions, researching, coordinating or leading grant applications regionally, providing technical analysis for *Emergency and Disaster Management Act* (EDMA) and related CVRD policies and to sustain business continuity requirements.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the Emergency Planning Coordinator with operational response coverage and business continuity needs for the Service. This includes, but is not limited to, supporting Emergency Support Services (ESS) activations and providing coverage when the Manager of Emergency Programs is unavailable.
2. Coordinates, schedules, and supports the delivery of regional FireSmart initiatives, Neighbourhood Emergency Preparedness Program, emergency preparedness events, and related engagement sessions.
3. Leads technical analysis through collaboration with the Manager of Emergency Programs, Emergency Planning Coordinator, and Branch Assistant - Community Services to incorporate new data and findings from hazard, risk, and vulnerability assessments, along with recommendations from after-action reports of incidents and exercises, into an EOC Plan, response protocols, EOC operational guidelines, and general policy documents.

4. Researches and prepares grant funding opportunities for emergency services and fosters collaboration with internal and external partners to identify potential synergies for projects and initiatives.
5. Provides technical support to the Comox Valley FireSmart Resilience Committee, and other relevant committees, as required.
6. Maintains the Connect Rocket Teams EOC/Comox Valley Emergency Management Planning Committee mass notification system, with support from the Branch Assistant - Community Services, and conducts annual tests.
7. Working with the Manager, develops annual work plans that prioritize the delivery needs of the Service while ensuring alignment with the strategic priorities set by the Board.
8. Provides coverage as interim ESS Director and/or emergency management administrative or technical leadership role during an EOC as required.
9. Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High school graduation plus an additional post-secondary program of over two years and up to three years in Emergency Management, Business Administration, or related field.
- Over four years up to and including five years' experience in the emergency operations or management field, preferably in a local government setting;
- Experience working with emergency services (police, fire, health, etc.) and Public Safety Lifeline Volunteers (i.e. ESS, Emergency Radio, Ground Search and Rescue, Victim Services).
- An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Valid Class 5 BC Driver's License is required

PREFERRED QUALIFICATIONS

- Training in Local Government Administration.
- Experience working in a Level 2 or higher incident command setting or EOC, with field and deployment experience considered an asset.

KNOWLEDGE, ABILITIES AND SKILLS *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Sound working knowledge and understanding of the BC Emergency Management System, the Incident Command System, and the local authority roles and responsibilities under the EDMA.
- Sound working knowledge of the United Nations Sendai Framework for Disaster Risk Reduction and adoption of measures which address the three

dimensions of disaster risk; exposure to hazards, vulnerability and capacity, and hazard's characteristics.

- Ability to initiate and complete projects aligned with a set of strategic goals that are reviewed annually and periodically.
- Lead staff and volunteers to accomplish comprehensive emergency management initiatives.
- Ability to plan and execute work plans through effective time management, resource organization, prioritization of tasks, and performance monitoring.
- Ability to create and deliver technical reports and presentations professionally to the public, local government councils, boards, and other agencies.
- Strong leadership, self-management and collaboration skills.
- Excellent interpersonal, problem solving, written and verbal communication skills, including strong conflict resolution and facilitation skills.
- Sound knowledge of administrative policies, guidelines, and processes to meet EDMA legislations and regulations within the four pillars of emergency management, United Nations Sendai Framework and *Declaration on the Rights of Indigenous Peoples Act*.
- Strong public relations skills to further advance the operational goals of emergency management within the Comox Valley under the legislation and regulations guidance of EDMA.
- Ability to collaborate with volunteer organizations, response agencies, and local governments to professionally represent the regional Service in achieving operational goals.
- Capacity to make sound decisions and solve problems effectively under pressure.
- Skilled in maintaining positive working relationships both internally and externally, fostering open communication opportunities.
- Continuous learner with a demonstrated commitment to professional development.
- Demonstrated advanced level skills with MS Suite 365, with emphasis on presentations and word processing. Strong utilization skills with Adobe Acrobat, JotForm, Explorer, web utilization skills and SharePoint applications.

OTHER

- Ability to work extra hours on standby and ESS call-outs.
- Ability to deploy to support local and provincial emergency operations.

EMPLOYEE SIGNATURE

I have read and understand this job description.

Print Name

Signature

Date