

Position title: Emergency Planning and Operations Specialist	Updated: May 2026	Job Family: PT3
Reports to: Manager, Comox Valley Emergency Management (CVEM)	Direct reports: <ul style="list-style-type: none"> • Emergency Program and Partnerships Facilitator • Emergency Management Technician 	

POSITION SCOPE

Comox Valley Emergency Management (CVEM) is a multi-jurisdictional service partnership among K'ómoks First Nation, the Town of Comox, the City of Courtenay, the Village of Cumberland, and the Comox Valley Regional District (CVRD). Under the Emergency and Disaster Management Act (EDMA), each partner government is responsible for maintaining Emergency Operations Centre (EOC) readiness and continuity.

Reporting to the Manager of CVEM, the Emergency Planning and Operations Specialist (EPOS) is the primary operational and planning resource within CVEM, responsible for day-to-day program delivery, operational systems, and field-level coordination. The EPOS plays a lead role in the development of emergency plans and community preparedness, coordination of training and exercises, support for Emergency Operations Centre (EOC) readiness, and the facilitation of long-term recovery efforts. The Specialist is the formally designated Acting Manager when the Manager is unavailable, and in that capacity assumes full supervisory, signing, budget, and governance authority including serving as EOC Director in accordance with applicable corporate policies.

Operations

1. Directs union staff, contractors, CVRD volunteers, and external personnel; assigns work, evaluates suitability, and ensures personnel have suitable skills and training for success in their roles.
2. In accordance with WorkSafe BC legislation and regulation, ensures worker health and safety; identifies hazards, and enforces protocols including incident investigations.
3. Acts as CVEM Duty Manager on shift, manages incidents, reallocates resources, and makes operational decisions affecting work, scheduling, and leave of duty staff and volunteers

4. Serves as EOC Director when required directing multi-jurisdictional teams, exercising safety-critical decision-making, and accessing confidential operational information.
5. Administers the CVEM Duty Roster and Duty Officer program; ensures 24/7 coverage, documentation, and readiness; responds to after-hours and weekend emergency calls as scheduled.
6. Determine consideration of overtime on a case-by-case basis for CVRD Exempt and Union staff in line with Policy for operational activations.
7. Supports the manager by preparing confidential materials and decision-support information for executive and board use within relevant regulatory frameworks (EDMA, BCEMS).
8. Handles sensitive organizational, financial, and personnel information including CVEM Public Safety Lifeline Volunteers and Duty Officer; participates in confidential, legal, risk, and intergovernmental meetings, as required.
9. Assists Manager to ensure CVRD continuity of operations for the CVEM service and the Regional EOC. Coordinates and maintains internal continuity planning for the CVEM department.
10. Develops and tracks assigned program budgets (including projects, grants, response claims); administers CVEM agreements, contracts, and reporting requirements; oversees contracted services within delegated signing authority.
11. Manages assigned program planning budgets; oversees grant-funded expenditures, response claims, and operational costs within delegated limits.
12. Assists the manager in the administration of CVEM agreements, contracts, and reporting requirements within delegated authority.

Emergency Planning and Program Delivery

13. Leads development, maintenance, and continuous improvement of regional emergency plans, assessments, procedures, and operational guidelines.
14. In collaboration with the Manager, develops short-term work plans; acts as subject matter expert on policy, standards, and emerging trends.
15. Oversees regional emergency notification and radio communication systems, including platform integration, testing, and operational readiness.
16. Leads regional emergency planning and the exercising, maintenance, and improvement of plans, procedures, and operational guidelines.
17. Facilitates the Regional Emergency Planning Committee; provides advance planning and technical expertise for new projects and technology integration.
18. Maintains interoperability and readiness of systems, equipment, and resources (radio networks, mapping tools, mobile EOC kits); activates and establishes EOCs in Director or Liaison Officer role or equivalent when required.

19. Supports EOC activations, training, and exercises; tracks EM training completion; applies after-action recommendations to strengthen regional readiness.

Partnerships, Volunteers, and Stakeholder Coordination

20. Accountable for the Public Safety Lifeline Volunteer program through oversight of Emergency Programs and Partnerships Facilitator for policy, safety, liability, screening, risk management, training, supervision, evaluation, records management, and alignment with Provincial standards and the CVRD Code of Conduct.
21. Serves as CVRD's liaison to CVEM Multi-Jurisdictional Emergency Management Organization (MJEMO) alongside City of Courtenay, Town of Comox, Village of Cumberland, K'ómoks First Nation liaisons; facilitates day-to-day coordination, interoperability, and positive working relationships with internal and external partners.
22. Other duties as assigned.

Work Conditions

- Works off-site during emergencies and activations; works irregular and extended hours sometimes from an offsite office.
- Required to work occasional evenings and weekends and have the ability to travel within and outside the Comox Valley Region.

QUALIFICATIONS

Education, Experience and Certification *(or equivalent combination where acceptable)*

- Undergraduate degree in Emergency Management, Public Administration, or a related field.
- Three to five years' progressive experience in emergency management or business continuity, preferably in local government, with at least one year at a supervisory level.
- Experience with emergency response agencies (police, fire, EMS, ESS, SAR, Emergency Radio) and Level 2 or higher EOC operations, preferably in a management-level function.
- Experience in procurement, contract administration, vendor oversight, and grant management.
- Valid Class 5 BC Driver's License.

Knowledge, Abilities and Skills

- Advanced knowledge and experience in Emergency Operations Centres, including ICS principles and EOC role functions.

- Understanding of relevant federal, provincial and local legislation, policies, and bylaws, particularly in the context of rural and regional districts (*e.g. BCEMS, ICS, EDMA, DRIPA, the Local Government Act, Community Charter, FOIPPA, OCAP and the UN Sendai Framework for Disaster Risk Reduction*).
- Ability to facilitate and participate in complex initiatives from an all-hazards, all-of-society and whole of government lens to regional hazards, risks, and vulnerabilities; supports evidence-informed planning and service delivery.
- Demonstrated project management, delegation, coaching, and team leadership skills, strong time management, resource coordination, and performance monitoring.
- Cultural competency and an equity-informed approach to emergency management, including respectful engagement with Indigenous communities and equity-denied populations.
- Excellent networking, facilitation, and engagement skills, with the ability to coordinate groups of workers and volunteers across a wide geographical area and jurisdictional boundaries.
- Ability to make sound decisions under pressure; strong analytical, fiscal, and conflict resolution skills.
- Ability to create and present professional reports to councils, boards, and agencies; skilled at representing the CVRD in multi-jurisdictional and community settings.
- Ability to develop, monitor, and manage budgets; prepare funding proposals; and issue or evaluate Requests for Proposals (RFPs).
- Demonstrated conflict resolution and consensus-building skills.
- Demonstrated commitment to professional development.
- Excellent written and verbal communication skills; ability to align processes and documentation across departments and partner jurisdictions.
- Advanced proficiency in Microsoft Office Suite, Adobe Acrobat, and SharePoint.

EMPLOYEE SIGNATURE

This is to certify that I have read this job description:

Print Name

Signature

Date