

Job Information

Job title	Emergency Program Specialist	Job Code: EMGPRS	Pay Grade: O
Title of immediate supervisor	Emergency Program Officer		
Department/Division	Fire / Emergency Program		
Prepared by	F. Macdonald		
Date Created	Mar 5, 2015	Revised date	October 21, 2020

Job Purpose

Implements and maintains the Saanich Emergency Program to ensure effective emergency preparedness, response, recovery and mitigation and compliance with provincial mandates. Works with staff and volunteers under the direction of the Emergency Program Officer to coordinate the implementation of Emergency Program plans, activities and programs which support municipal services, responders, residents and evacuees affected by an emergency or disaster.

Duties and Responsibilities

- Implements the planning and development of Emergency Program activities.
- Plans, coordinates and delivers public presentations at events, volunteer activities, training, and exercises.
- Develops and coordinates external and internal communications, public education and outreach materials for the emergency program.
- Provides ongoing volunteer orientation, training, support, coordination, mentoring, supervision, evaluation, motivation, recognition and retention.
- Provides leadership to the volunteer programs in all phases of the team's activities: planning, preparedness, response and recovery.
- Recruits new volunteers for participation in the Emergency Program activities including; Emergency Radio Communications (COMMS), Emergency Support Services (ESS), and the Neighborhood Emergency Preparedness Program (NEPP).
- Assists with the activation and/or de-activation of the Emergency Operations Center (EOC) and/or Department Operations Center (DOC) and performs EOC or DOC roles as required.
- Attends Provincial, regional, and District of Saanich meetings and represents the Emergency Program.
- Liaises with provincial, regional and community support organizations.
- Identifies resources in the community and coordinates the establishment of supplier agreements for services, including Secondary Facilities.
- Ensures the ESS Plan remains current and is exercised and evaluated bi-annually.
- Assumes a regular rotation on the ESS Level 1 response team.
- Coordinates ESS activations including the mobilization and demobilization of Level 2 and Level 3 responses.
- Establishes relationships and liaises with volunteers, community groups, regional stakeholders, residents, internal and external clients on matters related to emergency management.
- Prepares reports and conducts research.
- Assists with the development of the section budget.
- Performs other related duties as required.

Qualifications

- Grade 12 or equivalent plus two years post-secondary education in Emergency Management or in directly related field in addition to up to one year of JIBC courses, ie (Emergency Support Services Director, Emergency Operations Center (EOC) Essentials, 100, 200 and 300)
- Incident Command System certification levels 100 and 200
- Two years directly related emergency management experience including 6 months experience with corporate/municipal website and social media management
- Two years of emergency program volunteer management experience (in staff / career capacity).
- An equivalent combination of education and experience may be considered
- Valid Class 5 BC Driver's Licence and personal vehicle for work related use

Physical Requirements

Some work is performed in various locations where prolonged standing and lifting under 22lbs would be required.

Working Conditions

Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise, and/or perform departmental activities in response to emergency scenes, disasters, or critical incidents. Occasionally exposed to outside weather conditions. Flexibility to work outside structured work schedule, including some evenings and weekends to meet operational requirements.