

# POSITION DESCRIPTION

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<b>Title:</b>	Emergency Services Coordinator
<b>Department:</b>	Administration
<b>Date:</b>	May 31, 2022
<b>Supervisor:</b>	Chief Administrative Officer
<b>Positions reporting to this position:</b>	None
<b>Status:</b>	Full-Time Permanent
<b>Salary Class:</b>	Level 5

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This is a full-time permanent unionized position within the bargaining unit.

This position will be responsible for ongoing development of the Richmond County Emergency Management Program with particular attention to updating the Emergency Management Plan and associated protocols, business processes, regulatory bylaws, and relationships across all emergency management phases. This position will have overall responsibility for disaster preparedness for the residents of Richmond County.

This position will also be responsible for preparing analysis and recommendations relative to fire protection services and coordinating the implementation of approved initiatives. This position will work in cooperation and consultation with the Departments. This position is also responsible for liaising with the public, government agencies, non-government organizations and the private sector. This role supports the fire services by aligning the goals and objectives of fire services with those of the Municipality.

This position will also support the Municipality's Occupational Health and Safety Program by working with senior staff to ensure the Municipality's safety program remains compliant with applicable legislation and best practices.

**Emergency Management Coordinator Responsibilities (not all inclusive):**

- Chair the Municipal Emergency Measures Planning Committee.
- Prepare and maintain the Municipality's Emergency Measures Plan.
- Coordinate emergency planning for the Richmond Municipality Emergency Management Area, with industry and institutions within the Municipality.
- Advise the Warden and Council respecting emergency management issues and the Municipality's state of emergency preparedness.
- Ensure that the Emergency Operations Centers are prepared for use.

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- Conduct emergency management activities as directed by Council.
- Facilitate, design and conduct emergency training and exercises.
- Participate in the planning process for emergency plans for the Municipality's Homes for Special Care, with EMO Nova Scotia.
- Liaise with EMO NS as required, including meeting annual reporting requirements.
- Conduct hazard assessments and risk analysis.
- Increase public awareness through education for emergency preparedness.
- Develop and maintain an inventory list of resources available for a response.
- In the event of a disaster situation, ensure a prompt, coordinated response of relevant volunteer organizations and specialist response teams, and follow the Municipality's established protocols and procedures.
- Other duties as required

#### **Fire Service Delivery Responsibilities (not all inclusive):**

- Chair the Fire Services Committee meetings.
- Present fire services concerns and cost control measures to Council.
- Manage and administer annual fire department registrations and reporting.
- Administer contracted fire department services with the Town of Port Hawkesbury and the West Bay Road Fire Departments.
- Work with Municipal staff and fire departments to implement Council-supported recommendations in the 2020 Fire Services Review and other important initiatives.
- Coordinate the administration of the Municipality's dry hydrant program in accordance with relevant Municipal policy.
- Other duties as required

#### **Behavioral Competencies:**

Behavioral competencies are how we behave, act and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. This position requires a high level of behavioral competence from the following areas:

- Communication
- Flexibility
- Leading and Developing others
- Relationship Building
- Teamwork
- Working Strategically

#### **Qualifications:**

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The preferred candidate will have a degree in Emergency Management plus two years related experience, or a degree in another field and a certificate in Emergency Management plus 4 years related experience, or another combination of training and related experience that clearly demonstrates the ability to effectively carry out the responsibilities of this position.

**Terms and Conditions of Employment:**

Compensation will be based on the successful candidate's qualifications.