

CMBC Job Posting



Position: CMBC Assistant Manager, Safety & Emergency Management

Job ID: 20180098

Over 600,000 passengers rely on Coast Mountain Bus Company every day to get them to work, school and all of the activities that make life on the Lower Mainland so rich and exciting. Our more than 5,400 dedicated employees keep the buses, the people and in so many ways the vibrant pace of this city moving.

PRIMARY PURPOSE

Develops and manages customer and occupational safety policies and programs at TransLink and supports the enterprise-wide effort to mitigate, prevent, prepare for, respond to, and recover from major emergencies and disasters.

Supports Senior Manager in the development and implementation of safety and emergency programs, plans, standards, policies, processes, and strategies. Supports compliance across Enterprise pertaining to emergency management & safety as per regulatory requirements

KEY ACCOUNTABILITIES

- Develops, manages, and maintains TransLink Emergency Management and Business Continuity Programs. Leading development of comprehensive enterprise-wide business contingency plans and validation methodology, to ensure the enterprise's ability to recover in the event of an unforeseen disruption to facilities, operations, or administration.
- Completes enterprise-wide Emergency Management and Safety assessments, including risk assessments, threat analysis, prevention, mitigation, response, recovery and business continuity, in conjunction with business unit leaders. Facilitates timely identification, escalation, resolution and follow-up for all outstanding issues.
- Actively participates in facilitating a coordinated response across the enterprise, with external emergency services in the event of a major emergency or business disruption. Participates in post-emergency assessment to identify and analyze insights that would optimize emergency preparedness going forward. Acts on behalf of the Senior Manager when required.
- Develops and implements TransLink emergency and safety plans and programs; administers and coordinates enterprise-wide emergency services and safety projects. Ensures that clear, well-defined plans and modes of communication are documented for all areas and employees across the enterprise.
- Coordinates and performs periodic drills and mock-disaster exercises, during standard and non-standard hours, ensuring operational capability, general state of readiness, and ability to continue operations following any type of business disruption. Reports findings to Senior Manager and makes recommendations for improvements as needed.
- Develops, documents, implements and coordinates enterprise-wide business continuity plans to ensure continued operations. Provides specialized advice to the enterprise in enhancing, formalizing and standardizing the business planning process, including forecasting and tracking mechanisms across all



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subsidiaries to facilitate timely accommodation of future enterprise-wide recovery requirements and opportunities.

- Promotes employee awareness of emergency management and Safety, and ensures that appropriate employees throughout the enterprise are trained, exercised and competent to deal with emergencies/disasters. Prepares and conducts emergency training exercises during normal and non-standard business hours. Effectively communicates enterprise-wide operating procedures to be used in response to disasters or emergencies to all employees.
- Manages and maintains TransLink's emergency supplies as well as those required to support other enterprise stakeholders. Provides input to, or review of, capital projects from the emergency management perspective. Provides awareness regarding public transportation's role following emergencies/ disasters.
- Participates in and supports the Joint Occupational Health & Safety Committee (JOHSC), involving committee administration and minutes, participation in JOHSC workplace inspections, and carrying out other health and safety activities for TransLink-managed facilities.
- Participates in emergency, continuity management, and safety committees and programs to learn new information and to develop working relationships with other emergency management and safety specialists, throughout the Enterprise and region. Liaises with government, emergency service, and safety agencies on emergency management and safety issues and legislation to ensure the enterprise is an effective member of emergency responses within the region.
- Manages reporting staff, including selection, development, coaching, managing performance and all other people management practices. Manages the engagement of consultants and contractors, administers contracts and coordinates contracted activities.

Education and Experience:

The requirements for this job are acquired through a completion of university degree in related discipline, plus one or more courses in Emergency management, Business Continuity, and safety, plus six (6) years of related experience in emergency management & business continuity, public safety & security.

Other Requirements:

- Strong interpersonal, writing, communications and leadership skills to liaise with staff across the enterprise, participate on committees and teams, and to liaise with government agencies and other stakeholders
- Advanced knowledge of the concepts, principles, practices and techniques pertaining to emergency management, business continuity, and safety.
- Solid working knowledge of the BC Workers Compensation Act and Occupational Health and Safety Regulation
- Solid knowledge of existing major emergency response procedures and stakeholders in Metro Vancouver



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- Strong planning and organizational skills to plan, develop and implement multiple projects/programs and to support enterprise-wide efforts to coordinate safety and emergency management.
- Solid problem solving and decision making skills to identify innovative approaches and recommended solutions to mitigate risks to business.
- Intermediate to advanced skills in standard office software tools, databases, and browsers

Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Work Schedule

37.5 Hours per Week

Wage Range

Salary \$83,407 to \$104,259 (\$42.62 to \$53.28 per hour)

How to Apply

Please go to <http://www.coastmountainbus.com/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter and your (2) resume as one pdf document prior to uploading your application on-line.

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

Coast Mountain Bus Company is an equal opportunity employer.

