

Township of Langley

Job Title:	Emergency Program Manager
Competition Number:	24-E006
Employment Type:	Regular Full-Time
Pay Rate:	\$48.90 - \$55.00 per hour (four steps, 2024 rates), plus benefits
Hours of Work:	37.5 hours per week; 7.5 hours per day; 5 days per week;
Competition Opening Date:	March 7, 2024
Competition Closing Date:	March 28, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Emergency Program Manager** to join our team of professionals in the Protective Services - Fire Division. Reporting to the Fire Chief, in this Exempt position you will be responsible for the overall planning, development, coordination, evaluation, maintenance and management of the Township of Langley Emergency Program (TLEP). The Emergency Program Manager oversees the day-to-day operation of the Township's emergency program such as sourcing grant funding opportunities, ensuring that compliance with legislative requirements and community needs are met. The Emergency Program Manager will be required to work a varied weekly schedule depending on active demands and circumstances of the community.

Responsibilities

- Plan, develop, coordinate, evaluate, implement and maintain the emergency program and assist in maintenance of the Business Continuity Plan
- Act as Emergency Social Services (ESS) Director and revise the ESS plan according to provincial standards
- Coordinate and respond as Personal Disaster Assistance (PDA) within 1 hour of notification as required
- Assist in the implementation planning, testing and auditing of the Township's Business Continuity Plan
- Organize and facilitate meetings and exercises, and participate in the analysis of program issues
- Provide emergency program support and participate in the Emergency Operations Centre (EOC) during an emergency
- Ensure alignment of the TLEP with the five pillars of emergency management
- Manage and participate in TLEP recruitment, performance evaluation and discipline of volunteers
- Organize, motivate and oversee a large group of volunteers involved in emergency management activities
- Develop, coordinate and deliver a variety of tabletop exercises, workshops and training
- Collaborate with Township staff in regular reviews of the Hazards, Risks, Vulnerability Analysis (HRVA)
- Other related duties as assigned

Qualifications

Your education will include a degree in Emergency Management or related field with a minimum of three years of related experience, or an equivalent combination of training and experience. With excellent interpersonal, written, communication and supervisory skills, you have the ability to work under extreme pressure for prolonged periods of time. You have considerable knowledge of the philosophy, principles, objectives, policies, regulations and procedures of managing an Emergency Management Program, including those related to Emergency Support Services (ESS), Emergency Communications Systems (ECS) and the Emergency Operations Centre (EOC).

This position is defined by the Township of Langley as a Position of Trust. The successful candidate will be required to have a Police Information Check as a condition of employment (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your Personal Driving Record, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.