



City of Dawson Creek – Emergency Planning Coordinator

POSTING DATE:	February 26, 2024
CLOSING DATE:	March 22, 2024
SALARY:	\$75,000 - \$85,000
COMPETITION NO.:	2024-16
HOURS OF WORK:	35 hours per week

The Emergency Planning Coordinator leads emergency readiness efforts from planning to recovery, ensuring our community's resilience through robust plans, coordination of services, and stakeholder engagement.

The Opportunity: The Emergency Planning Coordinator (EPC) is responsible for the City of Dawson Creek's Emergency Management Program. The Emergency Management Program encompasses all aspects of the preparedness, mitigation, response, and recovery measures of the City. The program includes components such as the developing and maintaining emergency response and recovery plans, coordination of emergency support services, organizing emergency training, emergency exercises, creating business continuity plans, and working with stakeholders to meet legislative requirements. This position will be consistently scheduled Monday to Friday; however, the coordinator will play a key role in local and regional emergencies therefore, shifts may vary dependent on the emergency's size and duration.

Key work areas include:

- Responsible for the coordination of Emergency Support Services,
- Plays a key role in Emergency Operations Centre (EOC) as required by the nature of the incident,
- Acts as a City liaison by communicating with federal and provincial regulatory agencies, and between City departments, representing emergency management issues,
- Develops regional collaboration and coordination for risk assessments, mitigation plans, communication plans and, where applicable, emergency response. This will include stakeholders such as the Peace River Regional District, South Peace Search and Rescue, First Nations Communities, the Ministry of Transportation, and the Dawson Creek RCMP.

Requirements:

- A bachelor's degree in a relevant subject area such as emergency management, fire services, business administration or an Emergency Management certificate.
- Minimum of two (2) years' experience in a local government role in the areas of emergency management development, implementation, management, and evaluation of emergency plans and programs.
- Valid Driver's License
- Experience managing projects and leading interdisciplinary project teams.
- Criminal Record Check.

This position comes with a competitive benefit package.

Candidates should submit a résumé by emailing a PDF or Word document to resumes@dawsoncreek.ca, with the **job posting name and number in the subject line**, by 11:59 pm on the closing date referenced above. The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.