



Career Opportunities

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Emergency Program Coordinator (EPC)

Fire | \$ 77119-90728 per year | Salary | Full-time Permanent | Exempt

Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, Earned Time Off Program, flexible work environments, and Federal and BC statutory holidays.

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the full time permanent position of **Emergency Program Coordinator** in our **Fire Services** Department. Fire Services supports a safe community and enhances the quality of life for the citizens by responding to emergencies to help minimize injuries and loss of life or damage to property. Fire Services also helps to prevent fires and other emergencies through public education and inspections to ensure properties meet fire regulations and other safety requirements.

Reporting to the Emergency Program Manager (Fire Chief), the Emergency Program Coordinator (EPC) is responsible for coordinating and overseeing the local Emergency Management Program within a set geographical area of City of Penticton. The EPC is responsible for ensuring emergency preparedness, response and recovery activities within their area, as well as project work related to wildfire preparedness and mitigation.

Key Duties & Responsibilities:

- Coordinates emergency preparedness committees (i.e.: BCAS, Health Authority; School District; Utility Companies, Industry, Transportation Agencies, first responding agencies etc.). Prepares agendas, chairs meetings, and makes recommendations regarding risk management, mitigation, preparedness, training, response and recovery.
- Acts as single point of contact for the City's emergency program.
- Coordinates the Emergency Support Services (ESS) program within the City in coordination with non-government agencies and the Provincial emergency operations center.
- Establishes and maintains updated local resource and contact lists in case of emergency and keeps local stakeholders engaged.
- Anticipates potential emergency situations by monitoring current conditions and participating in hazard awareness information sessions provided by related provincial bodies (e.g. EMBC, FLNRO).
- Collaborates with Emergency Program committee to develop, maintain and regularly review emergency plans to ensure compliance and preparedness.
- Collaborates with affected local authorities during Regional EOC activations to ensure effective communications and support is provided to the community.
- Collaborates with regional Red Cross Coordinator to ensure provision of effective Emergency Social Services program.
- Maintains contact with EMBC Lifeline Volunteers (ESS, SAR, Emergency Radio Communications, PEP Air, Road Rescue).
- Works with Emergency Program staff to identify jurisdiction's training needs, and promote and encourage local participation on EMBC-funded training courses.
- Develops and coordinates training and exercises for staff, volunteers in the community to ensure emergency preparedness.
- Participates in training to maintain and develop their own EOC skills and abilities.
- Provides input to the Emergency Program budget.
- Participates in grant applications for emergency preparedness, response and recovery, and mitigation initiatives.
- Participates in the management of Emergency Program purchasing and tracking of equipment, materials and supplies for local emergency programs.
- Participates in the management of Emergency Program records of all applicable emergency-related programs, training, activities and related statistics.
- During emergency situations, work in the EOC as required, or as a Field Assessor or in a suitable position within the Regional EOC.
- After an emergency, participates in community recovery as needed and tracks the progress of recovery issues.
- Supports City's Communications Coordinator during public forums and meetings to ensure residents informed of emergency status, recovery efforts and on-going emergency management initiatives.
- Participates in after-incident reviews and actively incorporates lessons learned from past emergency events to ensure plans and procedures are current and adequate to meet future such emergency events.
- Processes and submits reports and information to Emergency Program Committee as required.

Education Training and Experience:

- Certificate in Emergency Management or equivalent combination of education and experience.
- 3 years' experience in emergency preparedness, response or recovery sector; ideally with experience in volunteer management and/or training delivery.
- Strong understanding of EOC operations and ICS.
- Demonstrated competency in project management.
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract and Satisfactory Criminal Record.

Required Knowledge, Abilities & Skills:

- Considerable knowledge of emergency programs and systems.
- Knowledge of emergency management field, including Emergency Support Services in BC and Incident Command Systems.
- Understanding of relevant federal, provincial and local legislation, acts, policy and bylaw and how they apply in a rural context.
- Ability to work independently with a consultative teamwork approach.
- Ability to develop and present training and instruction to variety of stakeholders including volunteers, other government officers and the public.
- Excellent networking skills with the ability to coordinate groups of workers and volunteers across a wide geographical area.
- Professional report writing skills.
- Ability to delegate effectively.
- Strong interpersonal and communication skills.
- Ability to remain calm and work professionally in an emergency situation.
- Demonstrated conflict resolution skills.
- Ability to develop and maintain budgets, prepare funding applications and requests for proposals.
- Demonstrated competency with common computer programs such as: Word, Excel, PowerPoint, etc. and the ability to learn and effectively use new computer systems.

Conditions of Work:

- Will be required to work extended hours under stressful conditions in the event of an emergency.
- Travel and overnight stays may be required in the event of an emergency.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **June 17, 2024**.

Apply Now

** Fields Are Required*

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First Name*

Last Name*

How can we contact you?

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Phone Number*

Cell

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