

Manager, Emergency Management (Exempt)

Job Requisition	JR-2024-188 Manager, Emergency Management (Exempt) (Open)
Job Family	Management
Start Date	2024-07-11
End Date	2024-08-09
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Fire-Hall-Station-1/Manager--Emergency-Management--Exempt-_JR-2024-188

Description Closing Date:

Aug 9, 2024

Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$110,534.03 - \$130,039.33

Job Description

Job Description Under Review

Reporting to the Director, Fire Rescue Services this is a senior administrative and supervisory position accountable for overseeing the City of Vernon's emergency program including its delivery of Emergency Support Services (ESS) and FireSmart programs. The Manager, Emergency Management has considerable independent responsibility for carrying out day-to-day business and is an integral part of the VFRS management team.

This position, is required to maintain an after-hours availability during periods of increased risk to the community.

Duties Include:

- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Creates strategy and vision for the department with a focus on achieving Council goals and legislative requirements.
- Assume a leadership role during City of Vernon emergency mitigation, preparation, activations, and recovery.
- Oversees the effective delivery of the ESS program.
- Oversee the maintenance and function of the Emergency Operations Center (EOC) and alternate sites, and the ESS training center.
- Supports City of Vernon Directors to maintain employee's qualification and capacity to fill critical emergency management roles during emergencies and disasters.
- Liaison with other levels of government, the public, non-profit organizations, etc.
- Prepares annual and five-year budgets for the emergency program and provides input for business and strategic plans.
- Responsible to manage assigned projects such as fuels management.
- Responsible for the application for grants from other levels of government to fund emergency program, ESS, EOC or FireSmart related activities and projects.
- Responds to emergencies and disasters to provide senior level organization and leadership.
- Motivates, supervises, and develops capacity of employees in the department.
- Ensures fiscal responsibility is met within the scope of the position.

- Works closely with both internal and external stakeholders with a focus on excellence in public service delivery.
- Cultivates a healthy, respectful and service focused culture.
- Acts as a designated spokesperson.
- Participates with recruitment and promotion of employees.
- Advocates for fuels management and a FireSmart community.
- Fills leadership role(s) within the Emergency Operations Center as needed.
- Performs other related duties as required.

Required Education and Experience:

- Post secondary degree in business administration, management, or emergency management.
- Emergency Management diploma.
- Minimum 5 years progressive leadership experience, including of which at least 3 have been in a supervisory role.
- Valid BC drivers' license Class 5.
- An equivalent combination of related education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Thorough knowledge of federal and provincial acts and codes and municipal by-laws relative to the activities of emergency management.
- Thorough knowledge of the principles and practices involved in training personnel.
- Ability to react quickly and remain calm under duress and strain.
- Demonstrated emotionally intelligent leader with excellent communication skills.
- Proficient in the use of computers including the MS Office Suite and databases related to the administration of fire services.
- Thorough knowledge of municipal government and it's processes.
- Ability to manage the work of others effectively.

Preferred Education and Experience:

- ICS 400
- Bachelor of Public Safety Administration
- Experience delivering emergency management services.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type Permanent



Location Fire Hall Station 1
Time Type Full time
Locations
Supervisory Organization Fire Department