

ESS Operations Manager (Excluded)

Job Requisition	JR-2024-271 ESS Operations Manager (Excluded) (Open)
Job Family	Excluded
Start Date	2024-10-28
End Date	2024-11-19
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Emergency-Operation-Centre/ESS-Operations-Manager--Excluded-_JR-2024-271-1
Description	

Closing Date:

Nov 19, 2024

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

Up to three (3) positions available

Reporting to the Emergency Program Coordinator (EPC), the Emergency Support Services Operations Manager (ESSOM) manages the operation of a Reception Centre or Group Lodging facility to deliver Emergency Support Services (ESS).

Work is scheduled in response to emergencies during the year which typically occur between July and September. Shift schedules may change on short notice, particularly at the beginning or end of an emergency event.

[This position relies upon the incumbent's on-going active engagement with the ESS program and ESS Vernon Volunteers.](#)

Duties May Include:

- Manages ESS service delivery in an activated ESS facility such as a Reception Centre or Group Lodging facility
- Manages volunteer workforce including scheduling requirements for sustained operations
- Ensures worker care and safety
- Manages relationships with suppliers
- Ensures communication links are established and that necessary reporting and documentation is completed

Required Qualifications:

- Current Emergency Support Services (ESS) Vernon Volunteer status
- Minimum 3 years supervisory experience preferably with volunteer workforce
- Current knowledge of the ESS program, principles and practices
- Completion of provincially required training to deliver ESS services electronically:
 - Evacuee Registration & Assistance tool for Responders (EMRG-1620) Or,
 - Introduction to Evacuee Registration and Supports (EMRG-1635)
- Ability to work long hours
- Ability to Supervise Evacuee Registration and Assistance (ERA)
- Ability to exercise judgment in problem solving
- Ability to obtain and maintain an acceptable Police Information Check including a Vulnerable Sector Check.

Preferred Qualifications:

- Recent Reception Centre and/or level one ESS response experience
- Previous experience in Customer Service or Event Management
- JIBC ESS Director's Course

Compensation:

Compensation for this work is \$30/hr plus 4% in lieu of benefits

Termination:

The incumbent may resign from the position or may be given notice by the City of Vernon Emergency Program, through the City of Vernon, with 30 days' notice.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- 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	Casual
Location	Emergency Operation Centre
Time Type	Part time
Locations	
Supervisory Organization	Emergency Programs