

Emergency Program Manager

City of Nelson Competition #25EX63

The Emergency Management Department is dedicated to excellence in assisting with the development and implementation of the Nelson Emergency Management Program, built on the key emergency management principles: Mitigation, Preparedness, Response and Recovery. Located within the traditional land of the Sinixt, Ktunaxa and Sylix peoples, Nelson is traditionally known for its beautiful setting, vast array of recreational activities, pristine parks and vibrant downtown. We are grateful for the opportunity to work on this land. It is a year-round playground for outdoor enthusiasts and those who love the arts, culture and small-town feel, with big-city amenities like high-quality schools, post-secondary institutions, regional health care, and a competitive cost of living.

POSITION SUMMARY:

The Emergency Program Manager provides leadership, strategic direction, and operational oversight for the City of Nelson's Emergency Management Program, including the FireSmart program and associated staff. Reporting to the Director of Emergency Management, the Manager ensures the City is well-prepared to prevent, mitigate, respond to, and recover from emergencies and disasters. This position leads the development, implementation, and continual improvement of emergency management plans, policies, training, and public education initiatives. The Manager works closely with municipal departments, first responders, community partners, regional and provincial agencies, and the public to build a resilient community. The Emergency Program Manager is responsible for supervising the FireSmart program, coordinating wildfire risk reduction initiatives, and directing FireSmart staff in the delivery of outreach, education, and mitigation projects. The role includes ensuring alignment with provincial FireSmart standards, leveraging funding opportunities, and tracking program effectiveness.

ESSENTIAL QUALIFICATIONS:

- Diploma, Certificate, or Degree in Emergency or Disaster Management, Fire Science, Public Safety, or a related discipline.
- Minimum of 3–5 years progressively responsible experience in emergency management, and/or public safety.
- FireSmart training and certification (or ability to obtain within 6 months).
- Experience in Wildfire prevention/mitigation, or related fields.
- Experience in an active EOC.
- Incident Command System ICS 200, 300

OR

- An equivalent combination of education, training, and experience may be considered.
- Possess a valid Class 5 Driver's license

CONDITIONS OF EMPLOYMENT:

- Class 5 BC Driver's Licence with a clean driver's abstract.
- Criminal Records and Vulnerable Sector Check.

COMPENSATION: \$92,250 - \$102,500

HOURS: Regular Full-Time | 37.5 hours per week

DAYS: Monday - Friday

BENEFITS:

- Full benefits package: EHC, Dental, Sick Leave, Employee Assistance Program, etc.
- BC Municipal Pension Plan

To find a full description of the position role, including required qualifications and experience, please visit nelson.ca/jobs.

To be considered for this opportunity, please submit your detailed resume and cover letter, in confidence, by
4:00 p.m. on Sunday, October 12, 2025, to:

Attention: Jeff Hebert

Email: hr@nelson.ca

Subject line: **Emergency Program Manager Competition #25EX63**

We thank all applicants for their interest in joining the City of Nelson.