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Position Title: Protective Services & Emergency Management Coordinator

Position Status: Full-Time Regular

Department: Human Resources & Corporate Services

Employee Group: GVRDEU

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: \$48.84 hourly plus 6.25% deferred compensation (2024 wage rates)

This role receives an additional 6.25% deferred compensation on hours worked. The additional 6.25% can be taken as compensation or time off.

Our Human Resources & Corporate Services Department is seeking a Protective Services & Emergency Management Coordinator who reports to the Division Manager, Protective Services & Emergency Management. This role will develop and implement emergency management programs, deliver Emergency Management training and exercises, and ensure Metro Vancouver has the ability to respond to emergencies in an integrated manner.

You are: a strong team player, have a can do attitude and have a sincere interest in supporting and delivering work related to Security & Emergency Management. You will take pride in being an ambassador for our team and bring initiative and enthusiasm to the role.

This role: *(The duties described are intended to be representative of the position and are not to be considered as all inclusive).*

- Engages with various Metro Vancouver departments to assist in the development and implementation of emergency management and related programs, ensuring a risk-based approach to emergency management as well as best practices and resilience awareness.
- Ensures compliance with all corporate policies and statutory Acts and/or Regulations (e.g. Emergency & Disaster Management Act, Emergency & Disaster Management Regulation, Emergency Program Management Regulation, Local Authority Emergency Management Regulation, Workers' Compensation Act, etc.).
- Assists in the development and delivery of comprehensive Emergency Management and Business Continuity training & exercise programs.
- Acts as a subject matter expert on program policy, standards, best practices and procedures related to emergency management and disaster risk reduction, keeping apprised of new and emerging trends.

- Assists in updating existing and developing new Metro Vancouver emergency response procedures, as required.
- Liaises with external agencies and stakeholders to increase awareness on Metro Vancouver's emergency preparedness planning and response activities and integrating plans, as required.
- Leads and documents emergency event debriefs and organizes, reviews and evaluates training to ensure feedback and learnings are captured into a continual maintenance program.
- Supports activities of the Metro Vancouver Emergency Operations Centre when activated.
- Leads emergency and resilience campaigns including Emergency Preparedness Week and ShakeOut Earthquake Campaign.
- Investigates Security and Safety Incidents and makes recommendations for prevention of recurrence.
- Conducts Security/Risk Assessments for facilities.
- Responsible for purchasing, issuing and maintaining an inventory of emergency management supplies.
- Assists with budgets and monitoring costs associated with safety initiatives, as required.
- Patrols Metro Vancouver facilities, relying on a variety of travel modes (i.e. vehicle, bike, boat and helicopter when required, or on foot).
- Acts as Corporate Safety Regional Duty Officer, as required.
- May be assigned to enforce regulations and bylaws.
- Participates in emergency response, as required.
- Performs other related duties, as required.

To be successful, you have:

- Diploma or Certificate in Emergency Management and a minimum of three (3) years related experience working in emergency management and disaster risk reduction ideally within a multi-jurisdictional and regulatory environment, OR, an equivalent combination of experience and education, is required.
- Comprehensive knowledge of emergency management, disaster risk reduction, and business continuity with a focus on emergency response, applicable legislation and regulations, and exercise design.
- Advanced Security Training (AST).
- Experience delivering training courses and conducting emergency exercises is considered an asset.
- Demonstrated ability to effectively communicate verbally and in writing.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Demonstrated initiative and ability to work with minimal supervision.
- Sound knowledge of and ability to utilize common office software applications.
- Valid Class 5 BC Driver's License and ability to operate an emergency vehicle.
- Willing to wear a uniform.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 21, 2026.