



# Competition #V2047

## Emergency Management Technician (Full-Time, Temporary)

External Closing Date: 4:30pm, Wednesday, October 7, 2026

### The Sunshine Coast

---

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your home.

### Emergency Management Technician Position Overview

---

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary full-time position of Emergency Management Technician to support the planning, preparedness, operations, response, and recovery at the local government level for the Sunshine Coast Emergency Program (SCEP). This position shares technical and subject matter expertise and participates in the Emergency Operations Centre (EOC) as required. Further details are included in the job description found at [www.scrd.ca/careers](http://www.scrd.ca/careers).

### Compensation and Benefits

---

**We offer a competitive compensation package immediately upon hire.** This position includes an additional \$3.05 per hour cash-in-lieu of benefits, offers 6% vacation pay, and after 30 days of employment the wage rate will include an additional 5% in lieu of statutory holiday pay. After 90 days of employment, temporary employees are eligible for up to five (5) paid sick days for previously scheduled work. We also provide for free confidential counselling through an Employee Family Assistance Program (EFAP). Please note that current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage.

The Emergency Management Technician is a bargaining unit position with a wage rate of **\$39.81 per hour**, working 35 hours per week, in a temporary capacity. At the end of the temporary assignment, you will revert to casual status and can apply to join the General Casual List and potentially access work in other areas.

### How to Apply

---

We welcome your application! Please send a current resume and a cover letter quoting the competition number via [email](mailto:hr@scrd.ca) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

---

Contact: [hr@scrd.ca](mailto:hr@scrd.ca) or [www.scrd.ca/careers](http://www.scrd.ca/careers)

## SUNSHINE COAST REGIONAL DISTRICT

## JOB DESCRIPTION

### EMERGENCY MANAGEMENT TECHNICIAN

---

|                      |                                                                 |                    |                                  |
|----------------------|-----------------------------------------------------------------|--------------------|----------------------------------|
| <b>EXEMPT (Y/N):</b> | [N]                                                             | <b>DIVISION:</b>   | Protective Services              |
| <b>SALARY LEVEL:</b> | Grid I, Band 11 (Under Review)                                  | <b>DEPARTMENT</b>  | Corporate Services               |
| <b>LOCATION:</b>     | Field Road                                                      | <b>SUPERVISOR:</b> | Emergency Management Coordinator |
| <b>APPROVED BY:</b>  | Senior Manager, Protective Services                             | <b>DATE:</b>       | September 2025                   |
| <b>REPLACES:</b>     | <i>Emergency Management Technician    Date:    January 2025</i> |                    |                                  |

---

**SUMMARY:** Under the general direction of the Emergency Management Coordinator (EMC), the Emergency Management Technician supports the planning, preparedness, operations, response, and recovery at the local government level for the Sunshine Coast Emergency Program (SCEP). This position shares technical and subject matter expertise and participates in the Emergency Operations Centre (EOC) as required.

**KEY RESPONSIBILITIES** *include:*

1. Prepares and maintains a state of readiness for the operation and deactivation of the Emergency Operations Center (EOC) and is expected to be an active participant, in a key role, throughout the EOC.
2. Assists with identifying and coordinating trained personnel for an EOC activation
3. Supports recovery efforts during an emergency. Coordinates and facilitates after-action reviews and assists with after-action reports.
4. Updates and maintains EOC roles and responsibilities, standard operation procedures and electronic equipment.
5. Supports emergency volunteers such as Emergency Communications Team and Emergency Support Services Volunteers.
6. Provides administrative support to the Sunshine Coast Emergency Program, as required.
7. Establishes and maintain updated local resource and contact lists in case of emergency and keeps local stakeholders engaged.

**TYPICAL ACTIVITIES** *include:*

1. Coordinates the planning, organization, and implementation of emergency partnership and public education events.
2. Conducts research to support the development of emergency plans, training, exercises, and public education.
3. Recommends updates to emergency management policies and procedures based on legislative changes, and best practices.
4. Maintains and organizes inventory of emergency equipment, supplies and manuals.
5. Maintains and/or coordinates systems, sites, tools, and mobile equipment in support of the regional Program.
6. Performs other related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Completion of grade twelve (12) or equivalent.
- Completion of a certificate in Emergency Management, or related program supplemented with courses from a recognized institution such as the Justice Institute of British Columbia.
- Minimum of three (3) years' experience in emergency preparedness, response, or recovery sector, preferably within a local government setting.
- Experience in public speaking and presenting to various audiences.
- Experience in engaging and working with First Nations communities and organizations.
- Incident Command System experience and training (Incident Command System (ICS) 100, 200 and 300) is preferred.
- Emergency Operations Centre experience or training is preferred.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC driver's license.

## **OTHER SKILLS/KNOWLEDGE**

- Strong computer skills (MS Office including Word, Excel, PowerPoint, Outlook, Teams and SharePoint).
- Strong interpersonal and communication skills (oral and written), including the ability to clearly and professionally present information in diverse environments.
- Sound understanding of emergency management theory and practice in British Columbia, including the British Columbia Emergency Management System (BCEMS), relevant legislation, with particular attention to regional districts.
- Ability to communicate effectively with internal and external contacts while maintaining a high level of professionalism, while building relationships with a varied stakeholder group.
- Ability to remain calm and work professionally during an emergency situation.
- Travel and overnight stays may be required in the event of an emergency, and occasionally in the context of team building meetings with other emergency programs.
- Ability to work on-call and/or extended hours during emergency activations.
- Ability to work effectively in a team environment.