

**DIRECTOR OF EMERGENCY SERVICES
EMERGENCY SERVICES
3 YEAR TERM POSITION**

Reporting to the Chief Administrative Officer, the Director of Emergency Services will be responsible for the development and maintenance of emergency response plans to natural and/or man-made disasters. This position will create response plans for dealing with emergencies and will assure that the plans coordinate appropriately with local, provincial and federal regulations in the event of crisis. The Director of Emergency Services will be responsible for the mitigation of potential hazards, responding to incidents, and the coordination of recovery efforts. This position will also be involved in the training and development of emergency response staff.

In addition to the duties and responsibilities of the Director of Emergency Services, this position will lead a dynamic team responsible for the public safety of the Town, including broad oversight of the Fire Department, Community Peace Officer and photo radar program.

Duties include, but not limited to:

- Direct and oversee Emergency Planning and Preparedness measures within the Town of Coaldale.
- Create, develop and implement comprehensive Emergency Planning and Preparedness plans.
- Ensure adherence to local, provincial and federal regulations at all times.
- Provide emergency management training plans for staff, volunteers, agencies, etc.
- Set priorities for preventative hazard assessments (to be conducted on an ongoing basis)
- Read and interpret existing emergency plans and make and/or recommend revisions.
- Coordinate and monitor activities for emergency response projects.
- Attend local, provincial and federally sponsored meetings, conferences, and workshops as required or relevant to the success of the position.
- Establish working relationships with utility providers, rail, health and other authorities and stakeholders as required to reach optimal success.
- Provide expert knowledge and advice to municipal department heads relative to their role in the event of emergencies.
- Collaborate and act as a liaison with local, provincial, federal and other organizations on emergency preparedness.
- Coordinate with medical professionals, hospitals, and public health officials to develop plans relating to mass causality incidents and situations that may require mass inoculation.
- Establish communication methods to be used in the event of an incident.
- Establish regular exercises for testing emergency plans and procedures.
- Willingness and preparedness to act as the DEM in the event of an incident.
- Oversee the Town's Community Peace Officer program and photo radar initiative.
- Provide administrative and health and safety oversight to the Town's Emergency Services Dept.

Qualifications:

- Post-secondary training with emphasis on Emergency Management; preference will be given to those with graduate degrees and/or advanced training in this area.
- Seven (7) to ten (10) years of varied and progressively more responsible levels of experience in an emergency planning and preparedness capacity.
- Knowledge of surrounding geographical area.
- Successful completion of ICS 100, 200, 300 and 400 courses.
- Possession of, or willingness to obtain, Associate Business Continuity Professional certification.
- Certified member, or Associate, of the International Association of Emergency Managers
- Self-motivated, strong analytical skills and detail-oriented.
- Effective presentation and communication skills.
- Excellent contract writing and verbal communication skills.
- Able to create realistic schedules and meet deadlines under stress and interruptions.
- Ability to assign and delegate work, problem solve, answer questions and evaluate results of performance.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, and facts.

Apply Now!

Apply to hr@coaldale.ca submitting your cover letter, resume and references by **April 29, 2016**. For more information regarding this exciting opportunity please contact Mollie Habke at hr@coaldale.ca