

# Director, Emergency Planning and Preparedness

Saskatoon Fire Department

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(Permanent full-time)

**Posting No. 395(292)**

The City of Saskatoon is an Employment Equity employer

**DUTIES:**

1. In accordance with the direction of the City of Saskatoon Emergency Planning Committee, this position directs the emergency planning and preparedness activities of the city of Saskatoon.
2. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
3. Ensures comprehensive departmental and corporate emergency plans are developed and regularly updated.
4. Provides corporate leadership to the City of Saskatoon Emergency Planning Committee, City Manager and City Council and informs on all emergency planning and preparedness activities and requirements of Provincial and Federal legislation, regulatory requirements, and activities.
5. Acts as the City of Saskatoon's representative in dealing with other governmental and private organizations concerned with emergency management and attends meetings as required.
6. Provides expert knowledge and advice to municipal department heads relative to their role in the event of emergencies.
7. Prepares and submits an annual budget proposal and manages the administration of the approved planning and preparedness of the approved annual operating budget.
8. Completes and presents reports to the Emergency Planning Committee and to City Council as required.
9. Represents the department and the Emergency Planning Committee in order to establish partnerships with private sector agencies to assist in emergency mitigation and recovery processes.
10. Approves policies and directives associated with the overall function of the Emergency Operations Centre.
11. Organizes regular disaster and major event exercises to assess risk and test the local emergency response of both civic and private agencies and neighbouring municipalities.
12. Establishes communication methods to be used in the event of an incident.
13. Approves and oversees the overall civic emergency planning and preparedness programs and initiatives.
14. Leads a comprehensive emergency management training program for individual City staff and collective training exercises.
15. Coordinates with medical professionals, hospitals, and public health officials to develop plans relating to mass causality incidents and public health emergencies.
16. Ensures the City of Saskatoon's Emergency Planning and Preparedness section conducts public presentations to all segments of the community including business and civic organizations, schools and special events which would benefit the community's awareness and overall preparation for emergencies, natural disasters, and recovery planning.
17. Secures and maintains information regarding facilities and resources of the city and neighbouring municipalities for use in emergency situations.
18. Acts as a member of the Management/Labour Committee with Local 80, I.A.F.F.
19. Establishes internal and external partnerships within the community and generates both in kind and revenue opportunities.
20. Performs other duties as assigned.

**QUALIFICATIONS:**

- Degree in Emergency Preparedness/Management, Business Administration, Planning or related field.
- Ten years' related experience in emergency management, strategy and policy development, and training program development and delivery including two to four years' experience working in Emergency Planning, Preparedness and a knowledge of Business Continuity and Risk Mitigation.
- Supplementary education in Incident Command Systems, emergency, safety or risk management related courses, and/or participation in relevant national emergency preparedness programs or provincial disaster programs would be an asset.
- Experience in emergency services operations and response such as fire suppression, pre-hospital emergency medical care, technical rescue and hazardous materials response would be an asset.
- Demonstrated knowledge of organizational, administrative, planning and managerial principles.
- Knowledge of Federal, Provincial, and Municipal legislation related to emergency planning and preparedness.
- Demonstrated ability to communicate effectively, orally and in writing, including presentations and reports.
- Ability to deal effectively with people in a unionized environment.
- Ability to interact effectively with employees in order to direct work flow, assess performance and assign duties.
- Ability to plan, direct and monitor budgets, projects, processes and human resources.
- Ability to establish and maintain effective working relationships both independently and in a team setting.
- Skill in the use of Microsoft applications including Word, Excel and Access.

**CORE COMPETENCIES:**

- **Accountability** – Takes personal ownership and responsibility for the quality and timeliness of work commitments and departmental commitments to achieve results. Follows City of Saskatoon guidelines, standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- **Adaptability** – Adapts and responds to new and changing conditions, priorities, technologies and requirements. Embraces change while developing innovative and creative solutions to emerging issues and opportunities. Applies versatility, reasoning and innovativeness in the face of change.
- **Collaboration** – Demonstrates flexibility in new and changing situations. Works cooperatively and effectively with others to reach a common goal. Gets others excited about and committed to furthering the corporation's objectives. Participates actively in group activities and fosters a collaborative work environment.
- **Embraces Diversity** – Is sensitive to cultural and other differences in others and responds accordingly.
- **Effective Communication** – Expresses and transmits information with consistency and clarity to a variety of audiences (citizens, colleagues, management). Is an active listener and engages the audience to ensure the message is delivered and understood. Creates a positive first impression with confidence and respect.
- **Service Orientation** – Gives superior service to internal and external customers (citizens, City Councillors, stakeholders, management and colleagues), with a focus on meeting citizen's needs. Builds value in the work conducted and in results achieved.

**LEADERSHIP COMPETENCIES:**

- **Engagement** – Mobilizing employees, citizens, and partners. Demonstrated ability to lead, motivate, empower and mobilize individuals and groups to work toward a shared purpose in the best interests of the organization and the City of Saskatoon. Builds and maintains high level of credibility with staff, partners and/or citizens.
- **Pragmatic Decision Maker** – Recognizes priorities and changing approaches. Shows common sense and intuitive judgment abilities to analyze and synthesize a wide array of subjective and objective information to recommend appropriate short term and long term direction and goals for their department or division.
- **Turning Strategy into Action** – Analyzes and interprets the strategic organizational direction, has a firm understanding of the vision, mission, values and objectives of the workplace, applies these to develop responsibilities, tasks, goals and implement initiatives that align with long term plans and growth. Reflects on past experience, organizational practices and processes in order to determine the correct course of action.
- **Team Building** – Understands and applies concepts and techniques to build and support effective work teams. Sets the tone and standards for team behaviors.
- **Political Acumen** – Politically astute and sensitive to City Council's issues. Maintains and develops relationships inside and outside of the organization to ensure best practices and enhance general knowledge.
- **Innovation Management** – Has good judgment about which creative ideas and suggestions will work and how to operationalize them. Is deliberate in encouraging the creative process in others.

**SALARY:**

\$108,204.24 to \$127,139.52 per annum (2016 rates)

**CLOSING DATE:**

Wednesday, September 20, 2017