



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Vacancy: Regular Full-Time Emergency Management Program Manager **Posting Number:** 005420

Department: Safety & Facilities **Branch:** Fire Services

Location: Fire Hall 1

Posting Start Date: 2025/06/23 **Posting End Date:** 2025/07/07 by 4:30p.m.

Employment Group: Exempt **Salary Grade:** Q- \$116,962 - \$137,601 per annum **Standard Weekly Hours of Work:** 36.25 **Shift Work Required:** No

[Job Description](#)

Reporting to the Fire Chief, the Emergency Management Program Manager is responsible for the development, implementation, and maintenance of the City of Oshawa's Emergency Management Program. This includes creating and managing policies, procedures, plans, and working groups focused on prevention, mitigation, preparedness, response, and recovery, in compliance with the Emergency Management and Civil Protection Act.

The Emergency Management Program Manager ensures the continuous readiness of the Emergency Operations Centre (EOC) and its management team by leading ongoing training, exercises, planning initiatives, and awareness activities.

Responsibilities:

- Lead the development, implementation, and maintenance of the City's Emergency Management Program and response plan to ensure effective emergency preparedness

- Conduct program audits, training, and exercises, while advising the Fire Chief and municipal leadership on emergency management risks, strategies, and priorities
- Prepare reports, briefings, and presentations for the Fire Chief, senior leadership, and elected officials
- Manage emergency management budgets and funding applications, including grant proposals for disaster mitigation and preparedness projects
- Maintain emergency management records
- Act as the primary liaison between the City and emergency management stakeholders
- Lead public education initiatives to enhance community awareness of emergency preparedness through outreach programs, workshops, and campaigns (e.g., Emergency Preparedness Week)
- In the event of an emergency situation, support post-incident recovery efforts by coordinating damage assessments, facilitating business continuity, and leading after-action reporting and analysis
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Completion of a bachelor's degree in Emergency Management, Public Administration, Risk Management or a related field, plus a minimum of six (6) years of experience in emergency response, emergency management, public safety, or disaster response in a municipal or government setting, or an equivalent combination of education and experience
- Certification as an Emergency Manager (CEM) is preferred
- Completion of Incident Management System (IMS 100, 200, and 300) training is preferred
- Community Emergency Management Coordinator (C.E.M.C.) designation from Emergency Management Ontario is preferred
- Knowledge of relevant legislation, including the Emergency Management and Civil Protection Act (EMCPA)
- Experience in developing emergency plans, conducting risk assessments, and leading emergency exercises
- Demonstrated knowledge in adult education and proficient in delivering presentations aligned with using various adult learning styles
- Excellent project management, analytical, and problem-solving skills
- Strong written and verbal communication skills, including public speaking and training delivery
- Proficient in Microsoft Office Suite, emergency management software, GIS mapping tools and incident management systems
- Previous leadership experience is preferred
- Possession and maintenance of a valid Ontario Driver's Licence, in good standing (minimum Class "G"), a driver's abstract showing no demerit points, and

the ability to pass the Corporation's tests for motor vehicle operation. Daily access to a personal/reliable vehicle is also required

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.