

THE CORPORATION OF THE COUNTY OF WELLINGTON

Planning and Development Department
Emergency Management Division

Requires an

Emergency Management Programme Coordinator

Reporting to the Emergency Manager/CEMC, the Emergency Management Programme Coordinator will assist the CEMC and the County of Wellington and Member Municipalities with the development and maintenance of the "Municipal Standards" under Regulation 380/04 of the Emergency Management and Civil Protection Act. The Emergency Management Programme Coordinator will be an alternate CEMC for the County of Wellington and may, from time to time, be appointed as an alternate CEMC for a member municipality.

The minimum qualifications for this position include:

- Two year College diploma in Emergency Management, Planning, Social Services or a related discipline.
- Emergency Management certificate is preferred.
- Minimum three years of experience or equivalent working in a municipal government environment in the field of emergency management.
- Successful completion of one or more of the following Emergency Management Ontario courses: Community Emergency Management Coordinator EM 300, Basic Emergency Management EM 200, IMS 100, IMS 200, IMS 250 and Note Taking EM 240.
- Knowledge and understanding of the Emergency Management and Civil Protection Act and related legislation.
- Knowledge and understanding of emergency management principles and best practices.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

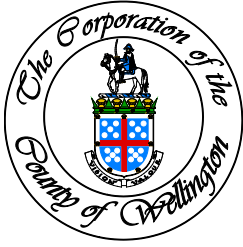
This position offers a comprehensive benefit package and a salary range of: \$59,787.00-\$69,942.60 (2020 Non Union Compensation Grid), based on a 35 hour work week.

Applicants are invited to submit a cover letter and resume, clearly marked **Posting #113-20** by **Thursday, October 22 at 4:00 pm.**

ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

The County is an equal opportunity employer. Accommodation for disabilities is available for all parts of the recruitment process. Applicants must make their needs known in advance.





COUNTY OF WELLINGTON

POSITION DESCRIPTION

Title: Emergency Management Programme Coordinator	Reports to: Emergency Manager/CEMC
Department: Planning and Development	Positions Supervised: 0
Effective: February 2010	Revised: October 2020

BASIC FUNCTION:

Reporting to the Emergency Manager/CEMC, the Emergency Management Programme Coordinator will assist the CEMC and the County of Wellington and Member Municipalities with the development and maintenance of the “Municipal Standards” under Regulation 380/04 of the Emergency Management and Civil Protection Act. The Emergency Management Programme Coordinator will be an alternate CEMC for the County of Wellington and may, from time to time, be appointed as an alternate CEMC for a member municipality.

PRINCIPAL RESPONSIBILITIES:

- Coordinate with the Emergency Manager/CEMC, the rest of the Emergency Management team and municipalities to ensure that all provincially required documentation including but not limited to Emergency Management Programme Committee agendas and minutes, critical infrastructure information including the Common Operating Picture (GIS), emergency response plans, exercise reports, training records, are completed on an annual basis.
- Update/maintain the Hazard Identification and Risk Assessments for the County and Member Municipalities.
- Maintain all supplies and documentation in all primary and alternate Municipal Emergency Operation Centres for the County and Member Municipalities. This includes an annual check of the supplies, and coordinating the ordering and re-stocking in consultation with the local alternate CEMC and/or designate municipal staff.
- Assist with the development and delivery of emergency management training opportunities for Municipal Emergency Control Groups and support staff including but not limited to annual Control Group Training, and Scribe Training.
- Assist with the formulation and delivery of annual practice emergency training exercises for the County of Wellington and Member Municipalities.
- Conduct annual emergency notification exercises with each municipality.

- Develop and deliver annual municipal public awareness/education programmes including Emergency Preparedness Week as approved by the Municipal Emergency Management Programme Committees including the development of public education material which may involve preparing, printing and distributing said materials, ensuring the public education information on the County's internet site and The Well are maintained and messaging for the County's social media sites.
- Maintain the Critical Infrastructure for the County and Member Municipalities in a format suitable for reporting to the Province and on the County of Wellington GIS Common Operating Picture.
- Coordinating with GIS staff at the County to ensure the Common Operating information and layers are maintained and available for use during emergency management exercises and for Municipal emergency responses.
- Maintain the documentation library and contact information on the Emergency Management Software tool and assist the Emergency Manager/CEMC with ongoing training for the Municipal Emergency Control Groups and staff on the use of the EOC tool.
- Assist with the development and delivery of presentations to stakeholders, partner agencies and the public about emergency management programmes.
- Assist with the formulation of reports related to the "Municipal Standards" for the County and Member Municipalities Committees and Councils.
- In the absence of the CEMC, during emergencies, provide the County with advice on relevant emergency management legislation, the Emergency Response Plan and other relevant emergency management response information. The Programme Coordinator will, in the absence of the CEMC, provide the County and Member Municipalities with regular updates on an emergency. If designate as an alternate CEMC, the Programme Coordinator may provide support to a Member Municipality during a municipal emergency.
- Assist the Emergency Manager and County Departments with the implementation and maintenance of the County's Service Continuity Plans and programmes including appropriate risk assessments, business impact analysis, department training and exercises.
- Assist with other emergency management duties as assigned which may include but not limited to hazard specific response plans, participation on the Safe Communities Wellington County Leadership Committee.

PROBLEM SOLVING RESPONSIBILITIES:

- Prioritizing work load and work activities.
- Ability to work with municipal staff and partner agencies to guide and assist them with understanding the emergency management legislation and regulations as it pertains to their specific and individual needs and requirements.
- Ability to think and react quickly when responding to unprecedented emergency situations.

CONTACTS:

Internal: All County staff, County Council.

External: Municipal staff, municipal Councils, Alternate Municipal CEMCs, Office of the Fire Marshall and Emergency Management, Police, Fire and Emergency Medical Services agencies, non-government organizations such as Red Cross, Salvation Army, St. John Ambulance, Victim Services, Provincial government and departments.

MINIMUM QUALIFICATIONS:

- Two year College diploma in Emergency Management, Planning, Social Services or a related discipline.
- Emergency Management certificate is preferred.
- Minimum three years of experience or equivalent working in a municipal government environment in the field of emergency management.
- Successful completion of one or more of the following Emergency Management Ontario courses: Community Emergency Management Coordinator EM 300, Basic Emergency Management EM 200, IMS 100, IMS 200, IMS 250 and Note Taking EM 240.
- Knowledge and understanding of the Emergency Management and Civil Protection Act and related legislation.
- Knowledge and understanding of emergency management principles and best practices.
- A valid driver's licence (minimum G2 Class) and a satisfactory driver's abstract.

A SKILLS AND COMPETENCIES:

- Develop and maintain cooperative and effective working relationships with staff of the County of Wellington, Member Municipalities, Province, and supporting response agencies.
- Ability to deal tactfully in all situations.
- Effective time management skills.
- Good team work skills.
- Good communication skills.
- Researching and analysis skills an asset.
- Good presentation skills an asset.
- Good understanding of GIS mapping an asset.

OTHER:

- Location: Position will be based at the Museum and Archives, 536 Wellington Rd 18, Fergus.
- Regular Hours of Work: 35 hours per week. Some overtime, evening and weekend work required. Additional overtime hours required during complex municipal emergency responses.
- Travel in and throughout the County will be required. Incumbent may be required to arrange for their own travel as required with compensation paid for through mileage reimbursement.