

SPLATSIN

Infrastructure – Job Description



Title: Emergency Program Coordinator

Reports to: Director of Infrastructure Services

Status: Full-time, Permanent, Seasonal

Hours of Work: 25 - 35 hours per week

Wage: \$35 – \$40 per hour based on experience

Start Date: As soon as possible

Work Schedule: 8:30 am to 4:30 pm flexible in emergency events/activities. Hours may be adjusted with written notice via email.

Summary:

The Emergency Program Coordinator (EPC) is responsible for the administration and operations of Occupational Health & Safety and Emergency Management Operations services.

The EPC will serve as a liaison from Leadership, Directors, Administrators, Committees, Splatsin Community and External Agencies.

The EPC will plan, coordinate, implement and evaluate the Emergency Plan services for the nation to protect life and property. They will also assist with planning, coordinating, implementing, and evaluating the operations of the Occupational Health and Safety Program for Splatsin.

May be called upon to work flex hours in emergencies.

Competencies:

- Ethics & Integrity
- Reliability
- Self-Reliant
- Safety Focus
- Initiative
- Teamwork
- Self-Motivated
- Communication
- Detail oriented
- Collaboration

Job Duties:

- Represents Emergency Management within the Nation, and as required, to outside agencies, may participate on a variety of committees and internal working groups.
- Management Principles in relation to prioritizing, assessing, planning, scheduling, supervising, and costing.
- Administrative duties of reporting, funding opportunities, financial reporting, and budget management.
- Actively engage in contributing to and accomplishing the vision, mission, and goals of Splatsin.
- Promote a positive work atmosphere and communicate in a professional manner that demonstrates mutual respect.
- Develop, and maintain the Emergency Plans for the community.

- Develop and maintain an emergency contact directory for the community.
- Assist in writing departmental rules, regulations, procedures, and policies in accordance with regional policies and any applicable legislative or governing bodies.
- Assist in the recruitment, supervision, and evaluation of emergency personnel.
- Public education programs and materials; by providing community forums to educate the community but not limited to. Proactively works with the communications department to provide informational material to community members.
- Develops and maintains an accurate asset management records system.
- Assist in managing inventory, including maintenance and recordkeeping of all emergency apparatus, and equipment.
- Planning: oversees and participates in the development and administration of long-term and annual operating and capital budgets, tracks budgets and forecasts resources needed for staffing, equipment, materials, and supplies.
- Participate in Committees internally/externally and the Directors and Council meetings, when necessary.
- Acts as a liaison officer for external organizations.
- Actively engages community input into Emergency management strategic plans.
- Assist with all other activities related to emergency management, prevention and active events/activities including overseeing other emergency management plans that are completed.
- Implement, maintain, and evaluate emergency management programs, such as, EOC, ESS, Fire Smart etc.
- Writes funding proposals aligned with identified needs; ensures full compliance with funder requirements and applicable legislation.
- Identifies, develops relationships, and collaborates with external applicable parties, and other professional service providers as required to ensure Emergency management is well-planned and well-managed.
- Actively supports policy, procedure and bylaw development, implementation, and management.
- Recruits, trains, coaches, supervises, and evaluates the work performance of Emergency management staff.
- Occupational Health and Safety: plan, coordinate, implement, and evaluate this program for Splantsin.
- Ensures compliance with all Splantsin Human Resource policies and with all Occupational Health and safety requirements and standards.
- Oversees the work of contractors and holds them accountable for the terms and conditions of approved contracts.
- Other work assigned by the Director of Infrastructure Services.

Emergency Program Coordinator

Knowledge and Skills:

- Excellent interpersonal skills, including effective problem-solving and leadership skills.
- Knowledge of First Nations culture and traditions and systemic issues faced by First Nations people.
- Demonstrated experience and knowledge of the principles of project management.
- Knowledge of the regulations and standards for emergency management.
- Demonstrated experience managing budgets and holding staff accountable for the efficiency and quality of their assigned work.
- Proven ability to prioritize effectively, and to be flexible in a busy, demanding environment.
- Ability to effectively deal with emergencies.
- Ability to organize and prioritize contractors and volunteers.
- Professional competence in the administration of emergency management programs.
- Knowledge of the Emergency Program Act, BC Emergency Management systems and Emergency Management and Climate Readiness (EMCR) policies and procedures.

Experience and Education Requirements:

- Bachelor's degree preferred or an accredited college or university, technical training in a relevant field, emergency management and a minimum of five years of progressively responsible experience in operations, project management, technical planning and administration, or an equivalent combination of education/training and experience.
- A valid Class 5 Driver's License is required.
- Canadian Registered Safety Professional (CRSP) certificate (an asset)
- Ability to use current Microsoft Office and computer technology effectively.
- Successful criminal record check

Work Conditions:

- Early morning start times to allow work to take place in the cool of the day.
- Will be required to work outdoors in all-season conditions.
- Flexible work schedule may include evenings or weekends.
- Work will occur across uneven terrain, including hills, slopes, grades, and wetlands in open areas, which may present numerous slipping and tripping hazards such as rocks and tree roots, mossy stones or logs, mud and water, or loose gravel.
- Personal Protection Equipment required.
- May be exposed to hazards associated with working in the outdoor environment.