

The Corporation of the County of Huron's

Emergency Services Department

Requires a

Community Emergency Management Coordinator (CEMC)

Join our Emergency Services team in Huron County on Ontario's West Coast. Our emergency service is part of Huron County's progressive forward-thinking organization. If you are eager to work in a team-based organization that expects employees to exercise critical thinking, make reasonable decisions and implement them, then you are who we are looking for.

The CEMC facilitates a culture where accountability, initiative, innovation, integrity, and communication are valued. The CEMC provides Emergency Management Services to Huron County and several of its member municipalities in accordance with the provincially mandated risk-based principles of mitigation, preparedness, response and recovery. This position reports to the Chief of Emergency Services.

Role and Responsibilities:

- Oversee the review and maintenance of the mandatory minimum requirements for all municipal emergency management programs as set out in the regulations of the Emergency Management and Civil Protection Act.
- Formulate methods to implement comprehensive risk-based emergency management programs such as the CSA Z1600 standards, interoperability strategy and appropriate communication infrastructure for emergencies for the County and each municipality in consultation with the Councils, municipal emergency management program committees and key stakeholders/partners.
- Meet and consult with the municipal Emergency Program Committees to develop, review and update emergency management programs.
- Oversee the formulation of a Hazard Identification & Risk Assessment (HIRA) for each municipality and ensure that these assessments are annually reviewed and updated.
- Overseeing the formulation of emergency response plans and procedures, hazard-specific response plans and procedures such as weather events, foreign animal disease, pandemic plans, social services shelter/evacuation plans, and Service continuity plans.
- Formulate annually appropriate practice training exercises to simulate an emergency incident such that at a minimum the Municipal Emergency Control Group and Emergency Operation staff of each municipality are involved.
- Advise key stakeholders about municipal emergency management programs.
- Prepare and implement a public awareness strategy.
- Coordinate multi-agency training exercise events during peacetime and during emergency responses.

- Assess the need and level of mitigation/prevention measures for identified community risks and recommend appropriate measures to Councils for consideration.
- Participate at Emergency Operations Centres as part of the Municipal Emergency Control Group as an advisory on municipal emergency response plans, provincial plans, federal plans, procedures and emergency management legislation.
- Act as the liaison officer to Command during municipal emergency response.
- Coordinates debriefing sessions to review outcomes and discuss opportunities for improvement.
- Surveillance and monitoring of pending emergencies.
- Ensure appropriate IMS training levels and practice exercises are in place and offered as necessary for all municipal emergency response personnel and partners.
- Formulate and deliver, as requested, presentations to key stakeholders, municipal organizations, and the public about municipal emergency management programs.
- Formulate reports for municipal committees and Councils as may be required.
- Report annually to all municipal councils on the emergency management programs.
- Participate in appropriate provincial and federal advisory ad hoc committees with the goal of enhancing the emergency management programs for Huron and member municipalities.
- Develop and advise the Chief emergency Services, on an appropriate capital and operating budget sufficient to implement the Emergency Management Program for the County.
- Recommend to member municipal senior staff areas of consideration within their emergency management programs to be included in capital and operating budgets.
- Coordinate with member municipalities funding applications for eligible items in the emergency management programs.
- Responds to Project Management assignments.
- On-call 24/7 to respond to Emergency Management crises, secondary (back up) on-call support provided.

Qualifications and Education Requirements:

- Post-Secondary education in Public Administration, Emergency Management, Municipal Planning, Social Services, or similar discipline, or equivalent acquired through a combination of education and experience
- Three years of experience as an Emergency Management Professional preferably within a municipal setting
- Extensive knowledge of the Emergency Management and Civil Protection Act and related legislation
- Completion of the provincial Community Emergency Management Coordinator, Basic Emergency Management, IMS 100, 200, and 250 certificates
- Completion of the IMS 300 would be an asset
- Must possess a valid “Class G” driver’s license
- Excellent oral and written communication skills
- Demonstrated ability to prioritize tasks
- Ability to formulate and implement training objectives and public presentations

- Experience working in a Windows Environment and proficient user of MS Office Products
- Clean Vulnerable Sector Screen

Preferred Skills:

- Leadership Abilities
- Ability to deal tactfully with members of the public, key stakeholders and external contacts
- Ability to organize and manage priorities both daily and during stressful situations such as emergencies
- Project Management
- Excellent written and verbal communication
- Ability to formulate and present information to a variety of audiences
- Understanding of municipal budgeting principles

Wage:

- \$41.43 - \$48.47 per hour; as per the 2022 non-union pay grid

Please forward your letter of application and resume by 4:30 pm on Monday June 27, 2022 to: [humanresources\[at\]huroncounty\[dot\]ca](mailto:humanresources@huroncounty.ca)

Submission Guidelines:

To be considered for this position, please ensure that

- Email subject is “2022 – CEMC”
- The cover letter is a maximum of one page
- Cover letter and resume are saved together in one PDF file
- The PDF file name is your: First name Last name (e.g. Jane Smith)

Posted - June 3, 2022