

## **Position Description: Community Safety Coordinator (Permanent, Full-time)**

**Hours of Work:** 70 bi-weekly hours; may be required to work a non-standard schedule and unexpected overtime to respond to emergencies.

**Rate of Pay:** Based on education and experience.

**General Statement** Reporting to Chief Administrative Officer, the Community Safety Coordinator (title to be determined) will be responsible for four program areas: Emergency Program Coordination, fire department support, airport safety systems and water system monitoring and compliance.

### **Core Duties & Essential Job Functions**

#### Emergency Program Coordination:

- Update and maintain the regional emergency plans and operational procedures used in response to, and recovery from, local and inter-jurisdictional disasters and emergencies.
- Plan, coordinate and execute disaster response or crisis management activities such as ordering evacuations, opening public shelters, and after-action reviews.
- Plan, schedule and conduct inspections of facilities and equipment to determine operational and functional capabilities in emergency situations.
- Act within authority for the preservation of life and property.
- Prepare and present reports as required.
- Maintain files, records and documents in accordance with record management practices.
- Develop and maintain an inventory of hazards, risks and vulnerabilities and local plans to inform and supplement the region's emergency program activities.
- Keep informed of federal, provincial and local regulations affecting emergency plans, and ensure that plans adhere to these regulations.
- Apply for funding and administer such grants and report on their progress.
- Attend meetings, conferences, and workshops related to emergency management and develop working relationships with other emergency management specialists.
- Act as the EOC Director as needed.
- Work in collaboration with the CFO and CAO on the development of the annual budget for the Emergency Management service.

#### Fire Department Support:

- Support the two CCRD Fire Chiefs to carry out their duties and responsibilities.
- Attend fire responses as a firefighter in the event that sufficient volunteers are unavailable.
- Attend fire training exercises and events.
- Apply for, administer, and report on grants that support the fire services.
- Support and advance record management processes.
- Assist in the development and updating of plans.
- Attend meeting as the CCRD representative.
- Work in collaboration with the Fire Chiefs to develop the annual budget for the Fire Protection services.
- Be designated as the Risk Management Officer for both fire services and ensure compliance with the Fire Service Act of BC, Playbook and applicable regulations.

#### Airport:

- Implement the airport safety management system and be designated as the Safety Management System Coordinator.
- Inspect and ensure that all airport operations are in compliance with the appropriate regulations.
- Be up to date on all changes to airport regulations.
- Work in collaboration with the Operations Manager to ensure that all scheduled maintenance is undertaken in a timely fashion.
- Work in collaboration with the Operations Manager/ CAO to develop the annual budget for the Airport.
- Ensure appropriate record keeping is undertaken and maintained.
- Plan and implement emergency response exercises.
- Undertake the annual internal audit.

Water Systems:

- Conduct water sampling in accordance with schedule and regulations. Ensure samples are delivered on time.
- Report results of testing to the Operations Manager and CAO.
- Daily monitoring and reporting of treatment plant operations.
- Recommend actions and coordinate their implementation.
- Prepare reports and act as the CCRD representative during community engagement.

Other Duties:

- Prepare reports and present to the Board, committees, commissions and at townhalls.
- Support the CCRD's IT needs.
- Other duties and tasks as required.

Desired Qualifications and Experience:

- Must maintain a valid Class 5 BC Driver's License (air brake endorsement preferred) with a safe driving history.
- NFPA 1001
- Experience and knowledge of local government legislation and applicable legal principles as well as statues and regulations related to the role, including the BC Emergency Program Act.
- Have access to own vehicle.
- A certificate, diploma, or degree in emergency management or related discipline that includes courses in emergency planning, response, and hazard and risk assessment.
- Grade 12 completion or equivalent.
- Legally entitled to work in Canada (you must be a Canadian Citizen or Permanent Resident/Landed Immigrant).
- Fluency in English (written and verbal).
- Excellent communication skills and the ability to write and research reports.
- Be physically and medically fit to perform the job of a firefighter according to the standards set in the National Fire Protection Association Standard on Comprehensive Occupational Medical Program for Fire Departments (NFPA 1582).
- Consent to a Police information check.

I have received a copy of my job description and understand my responsibilities:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_