



EMPLOYMENT OPPORTUNITY

ASSISTANT TO THE FIRE CHIEF / COMMUNITY EMERGENCY MANAGEMENT COORDINATOR (MATERNITY LEAVE CONTRACT-UPTO 1 YEAR)

With the warmth and hospitality of a small town and the services of a major urban centre, Elliot Lake is centrally located in the Algoma district of Ontario, approximately 160km west of the City of Greater Sudbury and 180km east of the City of Sault Ste. Marie. Thousands of lakes and majestic old growth forests just beyond the city limits provide countless opportunities for the outdoor enthusiast including hiking, camping, skiing and world class fishing. Well known for its high quality of life, low cost of living and great work-life balance, it's an ideal place to live and work!

The Corporation of the City of Elliot Lake is seeking qualified applicants for the position of Temporary Assistant to the Fire Chief / Community Emergency Management Coordinator.

Reporting to the [Director of Emergency Services/Fire Chief](#), this position coordinates and administers the Community Emergency Management Program for the Municipality and provides administrative services to the fire department.

The ideal candidate will have a minimum two (2) year post-secondary diploma in a related discipline (e.g. Business Administration) coupled with training in emergency response / emergency management. A minimum of five (5) years of related emergency service experience, and three (3) years supporting a senior management position is required.

To view the full job description and to submit your application, please visit the Indeed website at <http://www.indeed.com> and search by location for Elliot Lake. You can also paste the URL below into your browser to go directly to the posting:

Click The Link:-- <https://ca.indeed.com/viewjob?jk=77f1749801fc58d8>

DEADLINE FOR SUBMISSIONS IS FRIDAY DECEMBER 1, 2023

We thank all of those who apply; however only those applicants selected for an interview will be contacted.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, and will be used for employment assessment purposes. In accordance with the AODA and the Ontario Human Rights Code, accommodations are available to applicants upon request throughout the recruitment, assessment and selection process. If selected to participate, please inform us of the nature of any accommodation(s) that you may require.

THE CORPORATION OF THE CITY OF ELLIOT LAKE
POSITION DESCRIPTION

POSITION: Assistant to the Director of Emergency Services/ Community
Emergency Management Coordinator

REPORTS TO: Director of Emergency Services

DEPARTMENT: Fire Department

MAIN FUNCTION:

Reporting to the Director of Emergency Services, this position coordinates and administers the Community Emergency Management Program for the Municipality and provides administrative services to the fire department.

PRIMARY DUTIES:

As Community Emergency Management Coordinator:

1. Accountable in the province of Ontario to implement, coordinate and maintain an efficient and responsive Community Emergency Management Program for the Municipality, which achieves compliance with the Emergency Management and Civil Protection Act's annual requirements.
2. Serve as the Emergency Management Plan's primary contact during an emergency.
3. Manage all aspects of the emergency management program, including the budget.
4. Monitor changes in the community which may lead to possible emergency conditions and plan for the preparation and management of such emergency by networking with involved parties and subsequently writing a supporting plan for the specific emergency response.
5. Provide reports to the Emergency Management Program Committee on the ongoing development and maintenance of the Emergency Management Program.
6. Ensure the Emergency Management Program Committee meets annually to review the Emergency Management Program, which includes a review of the Emergency Response Plan, Critical Infrastructure, HIRA, public education, and training.
7. Build and foster a network of strong working relationships internally, as well as with outside community partners and provincial supporting members.
8. Plan and coordinate mandatory training and mock exercise sessions for the Municipal Emergency Control Group (MECG), support staff and community partners.
9. Record and maintain all records relating to emergency management for the City, as well as all training and exercise records of the Municipal Emergency Control Group, support staff and community partners.
10. Promote emergency management Public Education and ensure mandatory requirements are maintained.

11. Prepare agendas, reports and minutes for the Emergency Management Program Committee.
12. Distribute and maintain the Emergency Response Plan, all supporting plans, and call out resource database.
13. Liaises with outside agencies and emergency partners.
14. Provide emergency management expertise and administrative support during an actual emergency.
15. Evaluate activities during an emergency, in order to improve the response system at a later date.
16. Prepare an annual report for the Province outlining the overall status of the City's Emergency Management Program.

As Assistant to the Director of Emergency Services :

17. Research, compose and prepare various reports and correspondence.
18. Maintain and ensure confidentiality of records; Monitor the filing system and retention and destruction of all fire department files and records in accordance with corporate policy.
19. Develop and maintain databases and design spreadsheets to ensure effective record keeping and reporting to meet the department's needs for library, equipment, incidents, inspections, training etc.
20. Compile and maintains Fire Department statistics.
21. Process payroll and related human resources records, assign account numbers to invoices, track expenditures and revenue.
22. Support communication between fire department and municipal offices.
23. Assist fire department personnel and/or volunteers in working with the various computer applications and electronic information systems.
24. Assist the Fire Chief in monitoring expenditures to ensure compliance with the budgets.
25. Schedule meetings, tours, fire prevention presentations, and fire extinguisher training sessions.
26. Respond to concerns regarding various departmental procedures, review issue and recommend or advise of resolve to the Fire Chief.
27. Assist and co-work with the Chief in the development and implementation of various and often mandated programs and procedures such as the Forest Fire Management Program, Smoke Alarm Program, Simplified Risk Assessment, Health and Safety and departmental Operational Guidelines.
28. Monitor and perform ongoing review and maintenance of the program's tracking methods.
29. Perform data compilation and statistical retrieval associated with the programs.

During Fire Emergency Calls:

30. In the absence of a firefighter, answer emergency calls, record actions being taken and maintain radio communications with on-emergency firefighters.
31. Request assistance from other agencies for firefighters on the scene.
32. Respond after hours to assist the fire department, in the event of major large scale emergency with administrative and coordination functions.

QUALIFICATIONS:

Education and Training:

- Minimum 2-year post-secondary Diploma in a related discipline (e.g. Business Administration).
- Emergency response and/or emergency management training would be an asset.

Experience:

- Three (3) years of related experience supporting senior management and five (5) years related emergency service experience.

Knowledge, Skills & Abilities:

- Working knowledge of applicable legislation and related regulations; In particular, a thorough knowledge and understanding of the Ontario Emergency Management Program and its applicable standards.
- Knowledge of emergency management and operations and roles of first response and support agencies.
- Ability to remain calm under pressure while executing CEMC duties.
- Use of best practices within areas of responsibilities.
- Proficient use of computer programs including but not limited to databases, CriSys, Microsoft Word, Excel, PowerPoint and Outlook
- Demonstrated skills in examining and reorganizing operations, developing and implementing new strategies and drafting policy and procedures.
- Excellent interpersonal skills to build strong working relationships and maintain network of stakeholders and supports.
- Ability to communicate effectively both orally and in written form with employees and the public.
- Maintains a high degree of professionalism, confidentiality and discretion.
- Ability to work both independently and collaboratively to prioritize work and meet deadlines
- Strong and effective problem solving and project management skills.

Working Conditions:

- General office conditions plus occasional travel
- Day shift position, with flexibility to respond to emergency calls at anytime outside of set shift
- Exposure to stressful situations; loud noises from alarms and vehicles.

Job Types: Temporary, Full-time

Contract length: 12 months

Salary: \$33.62 per hour

Schedule:

- 8 hour shift
- Monday to Friday potential for after hours response.

Application deadline: Dec. 1st, 2023

Expected start date: Jan. 2nd, 2024