

RURAL MUNICIPAL OF PINEY JOB DESCRIPTION

Municipal Emergency Coordinator

POSITION SUMMARY: The Municipal Emergency Coordinator should be aware of all components of the Emergency Plan. The coordinator should also be aware of the Responsibilities and Duties of all positions/persons within the Emergency Plan, and ensure they are complying with their duties. The Assistant Municipal Emergency Coordinator (referred to as designate) is to act as the coordinator when the Municipal Emergency Coordinator is unavailable, or requires relief. All responsibilities and duties apply to the Assistant Municipal Emergency Coordinator/Designate.

Reports to: Chief Administrative Officer

DUTIES:

- Conduct a Hazard Analysis.
- Prepare the Emergency Plan.
- Currently update the Emergency Plan.
- Annually Exercise the Emergency Plan.
- Assist in developing Mutual Aid agreements and;
- Develop Memorandums of Understanding with Local Businesses.
- Develop the Emergency Operation Centre.
- Train Volunteers.
- After an Emergency, conduct a review of procedures and make amendments if required.

Duties during an emergency:

- Implement the Emergency Plan in whole or in part.
- Designate location of Emergency Operation Centre.
- Activate the Emergency Operation Centre.
- Activate callout and coordinate EOC Managers/Staff.
- Ensure all responsibilities and duties of EOC Staff are carried out.
- Manage and coordinate emergency response.
- Advise the council/mayor/reeve of all information and developments.
- Liaise with council/mayor/reeve on duties and responsibilities.
- Ensure all directions by council/mayor/reeve are carried out.
- Ascertain and Liaise with the Emergency Site Manager from the Emergency Site.
- Ensure Communications are established from EOC to Emergency Site.
- Liaise with Emergency Site Manager and council/mayor/reeve to determine if evacuation is required for people/livestock.
- Coordinate care for animals left behind.
- Liaise with Emergency Site Manager, and council/mayor/reeve and determine both
- Declaration and Termination of State of Local Emergency.

- Ascertain what Utilities or Services have been or should be disconnected, or reconnected as required. (ex: Hydro, closing of schools)
- Ensure M.E.M.O. has been advised and updated on all information.
- Ensure appropriate Emergency Services and required Agencies are notified.
- Review and comment on media releases. Then forward same to council/mayor/reeve.
- Ensure that the Public is notified and updated on the response to the emergency, and any instructions or directions in regards to Evacuation or Re-entry.
- Notify surrounding Communities.
- Implement Hosting Agreements, if required.
- Implement Mutual Aid Agreements if required.(except Fire/Police/EMS)
- Expend monies as authorized by Council or CAO to deal with the emergency.
- Record all events.
- Collect all Log Sheets.
- Request a full report of all emergency operations activities from all responding Municipal Agencies.
- Prepare a Post-Emergency report.

SPECIFICATIONS

Education, Knowledge and Experience

- Grade Twelve (12) education
(working Microsoft Office including Word & Excel)
- interpersonal skills to deal with the public and other employees
- organizational skills
- Class 5 license and transportation

Responsibilities

The incumbent shall ensure that their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees. The incumbent shall ensure that the public is greeted and attended to in a professional and friendly manner.

Comprehension, Judgment and Confidentiality

The incumbent must possess an understanding of and work within the policies of the Corporation. The incumbent will exercise a reasonable degree of independent judgment in the course of carrying out the duties of the position and will keep all proceedings in the office in confidence. Confidentiality is paramount; no information ascertained at work will be discussed outside of the Administration Office except for work purposes.

Working Conditions

This position is Casual.

DRAFT: December 2013
 Adopted: December 17, 2013
 Updated: May 23rd, 2017