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## **Employment Opportunity**

### **Municipal Emergency Coordinator – Part Time Position**

The Rural Municipality of Piney is located in the southeastern corner of the Province of Manitoba and encompasses an area of approximately 2,434 square kilometers. The RM consists of 12 communities with a total population of around 1,726 people. The principal industries in the area are agriculture, peat moss mining, and forestry.

Applications are being accepted by the RM of Piney for the position of Municipal Emergency Coordinator.

#### Summary of Responsibilities:

The Emergency Coordinator reports directly to the Chief Administrative Officer (CAO) and is responsible for the development and implementation of the Emergency Plan for the RM of Piney. In general the Emergency Coordinator's duties include but are not limited to:

- Conducting a Hazard Analysis;
- Preparing, updating, and exercising the Emergency Plan;
- Assisting in developing Mutual Aid agreements;
- Develop Memorandums of Understanding with local businesses;
- Develop the Emergency Operation Centre;
- Training volunteers.

The above statement reflects to the general requirements considered necessary to describe the principal functions of the Emergency Coordinator position, and shall not be construed as a detailed description of all work requirements that may be inherent in the job. Please request a detailed job description for specific duties.

#### Qualifications:

- Grade Twelve (12) education  
(Microsoft Office including Word and Excel)
- Interpersonal skills to deal with the public or other employees
- Organizational skills
- Class 5 license and transportation

**Qualified candidates are invited to submit a cover letter and resume stating experience, education, salary expectations and three references.**

Interested Candidates should submit their applications to:

Martin Van Osch, CAO  
Rural Municipality of Piney  
P.O. Box 48, Vassar, Manitoba R0A 2J0  
Phone: 204-437-2284      Fax: 204-437-2556  
Email: [martin@rmofpiney.mb.ca](mailto:martin@rmofpiney.mb.ca)

Posted Date: July 2<sup>nd</sup>, 2019  
Position will remain open until filled.