

# CITY OF HAMILTON

## HEALTHY & SAFE COMMUNITIES DEPARTMENT (HAMILTON FIRE DEPARTMENT – LOCATION – 1227 STONE CHURCH RD. E.)

### EMERGENCY MANAGEMENT COORDINATOR

#### SUMMARY OF DUTIES

Reporting to the Senior Emergency Management Coordinator, responsible for the development, implementation, maintenance and review of a comprehensive Emergency Management Program for the City of Hamilton. This program includes the development, execution and monitoring of policies, procedures, documents and working groups addressing the key areas of emergency management: prevention, mitigation, preparedness, response and recovery as mandated through the City's Emergency Management Program Committee and/or the City's corporate leadership.

Under direction of the Senior Emergency Management Coordinator, the Emergency Management Coordinator is responsible for ensuring that the municipal government and its emergency operations facilities are in a continuous state of readiness in the event of a municipal emergency through ongoing planning, training, exercise, testing, and awareness initiatives.

#### GENERAL DUTIES

Ensures that the City meets the mandatory requirements of the Emergency Management and Civil Protection Act and its Regulations (R.S.O 1990 Chapter E.9 and Ontario Regulation 380/04).

Develops, coordinates, implements and maintains a comprehensive Emergency Management Program in consultation with the Emergency Management Program Committee.

Provides strategic direction and oversees all logistical issues of the City of Hamilton Emergency Management Program to ensure that the City is ready to respond and recover from a significant event or emergency.

Develops and maintains corporate emergency response plans, procedures, and guidelines ensuring they are reflective of the City's response capabilities and incorporate industry recognized best practices.

Provides strategic and operational planning for the City Emergency Management Program including the development of the annual work-plan including resource allocation and monitoring the action plan for achieving results including regular evaluation of targets and outcomes, taking corrective action where/when necessary and regularly reporting on progress.

Acts in the capacity of the Community Emergency Management Coordinator (C.E.M.C) for the City of Hamilton and provide support as a Liaison Officer during an emergency event.

Provides coordination of the City of Hamilton Emergency Management initiatives across the various City Departments and ensures that supporting departmental plan integrate into the City's Emergency Plan. Provides back-up support to the Public Health Emergency Response Coordinator.

Establishes and maintains collaborative working relationships with staff in City Departments, community agencies and other external stakeholders to ensure a coordinated response to an emergency.

Provides support and expertise to departmental emergency planning initiatives including plan development, training, exercises and department operations centres.

Provides advice, support and emergency management expertise to projects/initiatives within other departments.

Provides support to community partner agencies in developing, enhancing and integrating their emergency management programs.

Establishes and maintains the primary (24/7) and alternate Emergency Operations Centre (EOC) including facility security and testing and maintenance of technology infrastructure (laptops, dedicated server, phones, display panels and sound system) to ensure a continuous state of readiness suitable for effective and timely activation.

Acts as administrator for the automated emergency notification system (ERMS) for the corporate EOC including programming, updating, data input, testing and training.

Completes and maintains a comprehensive hazard identification and risk assessment for the City.

Completes and maintains a critical infrastructure inventory for the City.

Provides guidance and advice to the EOC Management Team and ensures that the municipal response follows the plans and procedures.

Develops and implements a community emergency management public education/awareness program.

Develops and implements a comprehensive education and training programs for EOC responders, City staff, and the community partner agencies.

Develops, implements, instructs, reviews and maintains the emergency management training program courses and where required, supplements course offerings with workshops and speakers. Instructs courses for EOC responders, City staff, and community partner agencies.

Develops, delivers and evaluates an annual emergency exercise program involving City staff, volunteer organizations and emergency services through tabletop and full scale scenarios.

Develops and coordinates plans for cooperation and mutual assistance with other municipalities and agencies.

Facilitates and participates on internal and external emergency planning committees and working groups including Hamilton Water Emergency Planning Committee, Community and Emergency Services Department Operations Centre, Public Health Emergency Management, and Emergency Preparedness Advisory Group.

Acts as a representative of the City of Hamilton Emergency Management Program to municipal, provincial and federal government stakeholders.

Prepares reports and action plans to address issues impacting emergency preparedness, training and education requirements for the City. Provides advice on the background, intent and municipal implications of federal and provincial legislation, regulations, and emergency plans. Prepares reports, briefing notes and after action reports for the Emergency Management Program Committee, Council and other stakeholders.

Assists in the development and strategic management of the Operational and Capital budget for the Emergency Management Program.

Responds to municipal emergencies as requested or required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Demonstrated experience in emergency response planning normally acquired through post secondary education in emergency management or related discipline and by successful completion of emergency management training program or courses preferably offered by the Office of the Fire Marshal and Emergency Management, Canadian Emergency Preparedness College, Disaster Recovery Institute Canada, or other related courses or programs from other recognized agencies or educational institutions.
2. Must possess or be willing to obtain the Community Emergency Management Coordinator (C.E.M.C.) designation from Emergency Management Ontario.
3. Knowledge of Federal, Provincial and Municipal emergency management regulations, guidelines and protocols.
4. Demonstrated knowledge of the Incident Management System.
5. Experienced and skilled in the development and implementation of emergency plans, procedures, training programs, workshops and emergency exercises.
6. Experience in conducting presentations and negotiations.
7. Must possess strong interpersonal skills. Demonstrated ability to deal effectively with staff, management, elected officials and the public.
8. Strong research, analytical and report writing skills to support policy development activities.
9. Demonstrated leadership and project management skills to coordinate multi-department and multi-agency projects and initiatives.
10. The ability to perform effectively in stressful situations. Excellent time management skills.
11. Demonstrated skills in examining and re-organizing operations and procedures, formulating policy, developing and implementing new strategies and procedures.
12. Demonstrated ability to organize, prioritize and schedule work assignments.
13. Knowledge of budget process and budget control.
14. Demonstrated experience in a computerized environment utilizing current Microsoft Office applications, word processing, spreadsheets and presentation software.
15. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
16. Due to the nature of Emergency Services, the incumbent may be required to report to work outside normal business hours.
17. Must possess a valid Class "G" Driver's Licence with provision of a vehicle for use on the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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