



***DEPUTY EMERGENCY PROGRAM & EMERGENCY SOCIAL SERVICES (EP/ESS) COORDINATOR  
(Full-time)  
Exempt***

**Competition #:** 29-COV-10  
**Closing Date:** April 16, 2010  
**Rate of Pay:** \$50,271.98 - \$59,143.50 Annual Salary Range

**'Subject to budgetary approval'**

Reporting to the Fire Chief, Vernon Fire-Rescue Services, this position is responsible for all operational aspects of the ESS component of the Intermunicipal Emergency Program, including responses (Levels 1-3), administration, training, organization, volunteer recruitment and appreciation. The incumbent may be required to work weekends and irregular hours subject to operational requirements.

**Duties Include:**

- Coordinates ESS responses (Levels 1-3):
  - Responds to Level 1 ESS calls across the Region as required.
  - Under the direction of the Emergency Manager coordinates Level 2 and Level 3 responses.
  - Activates and manages evacuee Reception Center(s) and Group Lodging facilities.
- Establishes and maintains an ESS Program that includes an ESS Plan involving community partners, charitable organizations and volunteers.
- Implements programs to recruit and retain teams of qualified ESS volunteers and to build a resilient community, lessening the impact on citizens and participating jurisdictions' resources and our economy in the event of a disaster.
- Establishes and delivers a program of exercises and training for Regional ESS volunteers.
- Establishes, equips and maintains in a state of operational readiness, Reception Centers and Group Lodging facilities as identified in the Intermunicipal Emergency/ESS Plan.
- Promotes public and corporate emergency and ESS preparedness.
- Maintains a pool of community "walk-in" volunteers for use in large-scale ESS responses.
- Maintains a region-wide suppliers list for the provision of emergency food, shelter, accommodations and incidentals.

- Follows up with clients after a response and prepares and submits all required ESS documentation, forms and reports.
- Obtains an annual ESS Task Registration number.
- Establishes procedures for the implementation of the ESS Plan.
- Promotes cooperation, sharing of resources and training and the use of a comprehensive single ESS Plan within the entire North Okanagan Region.
- Demonstrates excellent political savvy and determines opportunities to enhance working relationships amongst diverse individuals and groups.
- Completes a comprehensive annual review of the ESS Plan. Ensures all relevant information contained in the plan is current and complies with established acts and regulations.
- Prepares annual and five-year budgets for the ESS function, provides input for business and strategic plans.
- Oversees Reception Centre and/or Group Lodging operations in an emergency and acts as the Recovery Coordinator post-incident.
- Performs other duties as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

**Required Education and Experience:**

- ESS and Emergency Management courses in an accredited program (i.e. JIBC Emergency Management Certificate Program) and four (4) years' related experience dealing with ESS responses and/or emergency management.
- Currently active in an ESS Program or a local authority ESS Team
- Experience managing volunteers.
- Experience working in an Emergency Operations Centre.

**Required Knowledge, Skills And Abilities:**

- Extensive knowledge of the principles and practices of the BC Public Safety Lifeline, Incident Command System (ICS), BC Emergency Response Management Systems (BCERMS), Provincial Emergency Program (PEP) and Acts and Regulations for Emergency Management/Programs.
- Ability to work weekends and irregular hours to accommodate volunteers' schedules and attend ESS responses.
- An accredited ESS Director's Course from the JIBC or similar institution.
- Sound knowledge of municipal organizations and operations related to Emergency Preparedness and ESS.
- Experience in training needs assessment and the preparation and delivery of ESS training courses and programs.
- Demonstrated ability to effectively work, supervise, and lead teams.

- Ability to deal effectively and courteously with the public.
- Ability to react quickly and remain calm under duress and strain.
- Excellent interpersonal, leadership, supervisory, customer service, and teambuilding skills.
- The ability to exercise judgement in problem solving.
- Superior verbal and written communication skills; demonstrated report writing and public speaking abilities.
- The ability to effectively use a computer including the standard Microsoft Office Suite of products.

**Preferred Education And Experience:**

- Successful completion of ESS management courses such as Site Management, Group Lodging, Managing Walk-In Volunteers and related courses.
- Membership in the Emergency Social Services Association of BC.
- Participation in emergency/disaster response.
- Experience as an ESS Branch Coordinator in an EOC.
- ICS 200.

**Preferred Knowledge, Skills And Abilities:**

- Experience within municipalities similar, or greater, in size to Vernon.
- Post-secondary academic education is an asset.
- Background in social work is an asset.

**TO APPLY:**

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

By Email: [hr@vernon.ca](mailto:hr@vernon.ca) (in MS Word or PDF Format)

By Fax: (250) 550-3532

*The City of Vernon wishes to thank all applicants, however, only those candidates selected for an interview will be contacted. No phone calls please!*