



# The Corporation of the Town of Cobourg

## EMERGENCY PLANNER

### PERMANENT FULL TIME

Responsible for the overall administration of the Community Emergency Management Program including the emergency response and support plans, the emergency operations center, staff training, public awareness, hazard identification and risk management, critical infrastructure inventory and public information/inquiry system. The Emergency Planner is also responsible for the development and ongoing maintenance of the corporate risk management program.

#### Responsibilities:

1. Emergency Management Program
  - Develop and submit an annual work plan outlining objectives and expectations.
  - Maintain and monitor the Emergency Management Program in accordance with Provincial legislation and the needs and circumstances of the community by using best practices.
  - Provide advice and direction to municipal staff, Community Emergency Management Program Committee, the Community Emergency Management Coordinator and Community Control Group to ensure that the EMP remains effective and develops as required.
  - Provide advice, assistance and direction to the public including individual, businesses, industries, community organizations and other interested groups in order to promote emergency preparedness and a high level of disaster resilience in the community.
2. Related Activities – Emergency Response
  - Member of the Municipal Community Control Group.
  - Respond to major incidents and emergencies within the scope of the Emergency Response Plan in order to provide advice and support to the Community Control Group and/or fire department as required.
  - Act as a liaison between the municipality and community partner groups to ensure that contracts and agreements are negotiated in order to provide assistance to the municipality in the event of an emergency.
3. Related Activities
  - Complete special projects as assigned by the Fire Chief and Chief Administrative Officer and Director of Finance as it relates to Risk Management.
  - Provide budget recommendations for the Emergency Management Program.
  - Provide budget recommendations for the Risk Management Program.
  - Perform other duties as requested.

#### Education/Experience/Skills Training:

- Diploma or post graduate certificate in emergency management and/or business continuity planning.
- Community Emergency Management Coordinator designation as defined in the Emergency Management and Civil Protection Act.



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- 1- 2 years' experience in a similar role.
- Knowledge of all applicable Federal and Provincial Statutes.
- Strong leadership, public relations, communication and organization skills.
- Valid G License.

This position is governed by the Town of Cobourg Non-Union Policies and Procedures.

The annual salary for this position is Grade 5 \$51,587.00 – 60,350.00 plus a competitive benefit package.

Interested applicants should forward their resume in confidence no later than 4:30 pm Friday, December 7, 2017 to the attention of:

### **Human Resources Department**

Corporation of the Town of Cobourg  
55 King Street West  
Cobourg, ON  
K9A 2M2

Fax: (905) 372-8819  
Email: [careers@cobourg.ca](mailto:careers@cobourg.ca)

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.