



Town of Dalmeny Emergency Measures Organization



The Town of Dalmeny is currently seeking a community-minded, self-motivated and energetic individual for the position of Emergency Measures Organization (EMO) Coordinator.

The Town of Dalmeny's EMO Coordinator is a vital position in the municipal emergency program. He/She is responsible for the development and maintenance of an ever-changing (living) emergency management response plan (the "plan") for the Town of Dalmeny. This program consists of a plan that meets the mandated requirements set out by the EMO Committee. On a day-to-day basis, the EMO Coordinator will be under the supervision of the Fire Chief and does not have to be a member of the Fire & Rescue Department. The EMO Coordinator must maintain and submit the plan to council on a yearly basis for approval. The EMO Coordinator is responsible to develop a training and educational program for key players within the community; which usually consists of elected officials, first responders, operational staff and volunteers. The plan shall be exercised by means of a paper exercise on a yearly basis and a mock exercise every four years to determine the efficiency and readiness of its contents and involved personnel.

Skills

The EMO Coordinator must possess strong communication skills, knowledgeable in office suite - word and power point, be a leader, and able to work with the elected officials, as well as volunteers. This person must be able to work well under stress and be able to manage a team within an emergency operations center in times of an emergency.

Responsibilities

Attend Emergency Measures Organization (EMO) Committee meetings.

Knowledge of Town of Dalmeny's Emergency Management Response Plan and Bylaw.

Coordinating the development of disaster planning by the municipality and volunteer services.

Report on the progress of Disaster Management Planning to the Fire Chief and Town of Dalmeny Council.

Act as an advisor to the Town of Dalmeny Council during an emergency.

Deadline for Applications

Applications for this position will be received until a successful candidate is found.

For further information, please email Fire Chief Rick Elder at relder@dalmeny.ca

Date of Advertisement: March 7, 2018