



MUNICIPALITY OF KILLARNEY

POSITION VACANCY

Position Title: Alternate Community Emergency Management Coordinator (CEMC)

Position Description: The Primary CEMC will work with the Alternate CEMCs to assist with developing and delivering the Municipality's emergency management program in Ward 1 and Ward 2.

Responsibilities:

- All positions must successfully complete all training as required by Emergency Management Ontario and maintain familiarity at all times with current related legislation.
- Identify emergency management program financial and resource requirements relating to Ward 1 and 2 and prepare, or assist in the preparation of, an annual program budget submission for Councils review and approval.
- Attend meetings of the Community Emergency Management Program Committee, which may consist of the following:
 - CAO/Clerk-Treasurer or representative
 - Fire Chief or representative
 - Police Chief or representative
 - EMS Director or representative
 - Medical Officer of Health or representative
 - Mayor or Council representative
 - Director of Public Works or representative
 - Director of Social Services or representative
 - Any other municipal staff deemed desirable
 - Industry, neighborhood, utility, volunteer organization and other representatives (optional)
- In conjunction with the Primary CEMC, the Alternate CEMC, and/or Emergency Management Program Committee:
 - Assist with conducting the community's Hazard Identification and Risk Assessment process,
 - Assist with conducting the critical infrastructure identification process,
 - Assist with preparing and updating the community's Emergency Response Plan,
 - Assist with the development of an appropriate Emergency Operations Centre,
 - Assist with documenting the existing community emergency response capability for Ward 1 and 2 and identify and attempt to address any additional needs,
 - Assist with planning and conducting the annual training for members of the Community Control Group and Emergency Operations Centre Staff,
 - Assist with planning and conducting an annual exercise to evaluate the community's Emergency Response Plan,
 - Assist with identifying individuals who can act as community emergency information staff,
 - Assist with providing emergency management expertise and administrative support to the Community Control Group during an emergency,
 - Assist with the recruitment, training, and administration of volunteers approved by Council,
 - Such other tasks as may be assigned.
 - This is a volunteer position but a nominal stipend may be available.

Position Profile:

1. Education & Training
 - Secondary School Diploma is an asset
 - CPR and First Aid Certificate required
 - WHMIS Certificate
 - Worker Health and Safety Awareness Certificate (Ministry of Labour)
 - Valid Class “G” Driver’s License

2. Skills
 - Highly motivated
 - Good judgement
 - Good interpersonal skills
 - Excellent leadership qualities
 - Ability to work with minimal supervision
 - Ability to work under pressure
 - Ability to adapt to change
 - Good analytical skills, problem-solving capabilities, and decision-making skills
 - Ability to manage, direct, and organize

3. Knowledge and Experience
 - Knowledgeable about municipal bylaws
 - Knowledgeable about provincial regulations
 - Knowledgeable about existing community infrastructure

Applications will be received by the undersigned no later than 4:00 P.M. Thursday, October 3rd, 2024

Please return all applications to the Municipal Office in a clearly marked envelope stating the position you are applying for:

Alternate CEMC - Ward 1 and Ward 2

**Candy Beauvais, Clerk-Treasurer
32 Commissioner Street
Killarney, ON P0M 2A0
Tel: 705-287-2424 Fax: 705-287-2660
Email: cbeauvais@municipalityofkillarney.ca**

In accordance with Municipal Freedom of Information and privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for the candidate selection.

We thank you in advance for your interest in the above noted position.

However, please note that only those applicants receiving an interview will be advised of the recruitment outcome. The Municipality of Killarney is committed to employment equity and is an equal opportunity employer.

If you require a disability-related accommodation in order to participate in the Municipality’s hiring process, please contact the Clerk-Treasurer’s office to discuss your needs.

Dated: September 13, 2024