

MUNICIPALITY OF EMERSON-FRANKLIN

Employment Opportunity

Municipal Emergency Coordinator (MEC)

The Municipality of Emerson-Franklin is accepting applications for the position of Municipal Emergency Coordinator (MEC).

The Municipal Emergency Coordinator is responsible for coordinating the Municipality's emergency management program, ensuring the community is prepared to respond effectively to emergencies and disasters.

The successful candidate will work collaboratively with Municipal Council, Administration, emergency response personnel, Manitoba Emergency Measures Organization (EMO), and neighbouring municipalities to support emergency preparedness, response, and recovery activities.

Key Responsibilities

Emergency Preparedness and Planning

- Develop, review, and maintain the Municipal Emergency Management Plan in accordance with *The Emergency Measures Act* and applicable provincial guidelines.
- Maintain the Municipality's Hazard Risk and Vulnerability Assessment (HRVA).
- Coordinate emergency preparedness exercises, training initiatives, and public education activities.
- Develop and maintain emergency resource inventories, mutual aid arrangements, and business continuity planning.
- Recruit, train, and coordinate emergency management personnel and volunteers.
- Maintain emergency operations and reception centre readiness, including facilities, equipment, and supplies.

Emergency Response and Recovery

- Coordinate implementation of the Municipal Emergency Management Plan during emergencies.
- Activate and coordinate the Emergency Operations Centre (EOC), as required.
- Work with the Local Emergency Response Control Group (LERCG), emergency responders, and provincial agencies to coordinate emergency response activities.
- Assist in coordinating evacuations, emergency accommodations, and support services for affected residents, including provisions for pets and livestock.

- Facilitate emergency communications and provide timely updates to municipal leadership.
- Coordinate recovery activities, damage assessments, documentation, and post-emergency evaluations.
- Assist with Disaster Financial Assistance documentation and reporting when applicable.

Administration and Reporting

- Maintain accurate emergency management records and documentation.
- Liaise with Manitoba EMO, neighbouring municipalities, and emergency management partners.
- Attend relevant training sessions, workshops, and conferences.
- Provide an annual report to Municipal Council regarding emergency preparedness activities, training, and program development.
- Perform other related duties as assigned.

Qualifications and Skills

The ideal candidate will possess:

- Strong leadership, organizational, communication, and problem-solving skills.
- Ability to remain calm, make sound decisions, and coordinate resources during stressful situations.
- Ability to work independently and collaboratively with municipal officials, emergency responders, and volunteers.
- Knowledge of emergency management principles and relevant provincial legislation, or willingness to obtain the necessary training.
- Experience in emergency management, emergency services, public safety, or municipal operations is considered an asset.
- Familiarity with the Municipality of Emerson-Franklin and surrounding communities is considered an asset.
- Strong computer skills and the ability to maintain accurate records and reports.
- Willingness to participate in professional development and emergency management training.
- Availability to respond to emergencies outside regular business hours, including evenings, weekends, and statutory holidays.
- Valid driver's licence and access to reliable transportation.

Position and Compensation

This is a part-time position requiring ongoing emergency preparedness activities, with additional hours as necessary during emergencies, exercises, and training.

Compensation will consist of a monthly indemnity and applicable hourly remuneration for emergency response and training activities, in accordance with municipal policy.

Authorized training and related expenses may be reimbursed in accordance with municipal policy.

Application Information

Interested individuals are invited to submit a résumé and cover letter outlining their qualifications and relevant experience.

Municipality of Emerson-Franklin

Attention: Chief Administrative Officer

Email: tracey@emersonfranklin.com

Application Deadline: This position will remain open until filled

The Municipality of Emerson-Franklin thanks all applicants for their interest. Only those selected for further consideration will be contacted.