

## SUNSHINE COAST REGIONAL DISTRICT

## JOB DESCRIPTION

### EMERGENCY MANAGEMENT TECHNICIAN

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<b>EXEMPT (Y/N):</b>	[N]	<b>DIVISION:</b>	Protective Services
<b>SALARY LEVEL:</b>	Grid I, Band 11 (Under Review)	<b>DEPARTMENT</b>	Corporate Services
<b>LOCATION:</b>	Field Road	<b>SUPERVISOR:</b>	Emergency Management Coordinator
<b>APPROVED BY:</b>	Senior Manager, Protective Services	<b>DATE:</b>	September 2025
<b>REPLACES:</b>	<i>Emergency Management Technician    Date:    January 2025</i>		

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**SUMMARY:** Under the general direction of the Emergency Management Coordinator (EMC), the Emergency Management Technician supports the planning, preparedness, operations, response, and recovery at the local government level for the Sunshine Coast Emergency Program (SCEP). This position shares technical and subject matter expertise and participates in the Emergency Operations Centre (EOC) as required.

**KEY RESPONSIBILITIES** *include:*

1. Prepares and maintains a state of readiness for the operation and deactivation of the Emergency Operations Center (EOC) and is expected to be an active participant, in a key role, throughout the EOC.
2. Assists with identifying and coordinating trained personnel for an EOC activation
3. Supports recovery efforts during an emergency. Coordinates and facilitates after-action reviews and assists with after-action reports.
4. Updates and maintains EOC roles and responsibilities, standard operation procedures and electronic equipment.
5. Supports emergency volunteers such as Emergency Communications Team and Emergency Support Services Volunteers.
6. Provides administrative support to the Sunshine Coast Emergency Program, as required.
7. Establishes and maintain updated local resource and contact lists in case of emergency and keeps local stakeholders engaged.

**TYPICAL ACTIVITIES** *include:*

1. Coordinates the planning, organization, and implementation of emergency partnership and public education events.
2. Conducts research to support the development of emergency plans, training, exercises, and public education.
3. Recommends updates to emergency management policies and procedures based on legislative changes, and best practices.
4. Maintains and organizes inventory of emergency equipment, supplies and manuals.
5. Maintains and/or coordinates systems, sites, tools, and mobile equipment in support of the regional Program.
6. Performs other related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Completion of grade twelve (12) or equivalent.
- Completion of a certificate in Emergency Management, or related program supplemented with courses from a recognized institution such as the Justice Institute of British Columbia.
- Minimum of three (3) years' experience in emergency preparedness, response, or recovery sector, preferably within a local government setting.
- Experience in public speaking and presenting to various audiences.
- Experience in engaging and working with First Nations communities and organizations.
- Incident Command System experience and training (Incident Command System (ICS) 100, 200 and 300) is preferred.
- Emergency Operations Centre experience or training is preferred.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC driver's license.

## **OTHER SKILLS/KNOWLEDGE**

- Strong computer skills (MS Office including Word, Excel, PowerPoint, Outlook, Teams and SharePoint).
- Strong interpersonal and communication skills (oral and written), including the ability to clearly and professionally present information in diverse environments.
- Sound understanding of emergency management theory and practice in British Columbia, including the British Columbia Emergency Management System (BCEMS), relevant legislation, with particular attention to regional districts.
- Ability to communicate effectively with internal and external contacts while maintaining a high level of professionalism, while building relationships with a varied stakeholder group.
- Ability to remain calm and work professionally during an emergency situation.
- Travel and overnight stays may be required in the event of an emergency, and occasionally in the context of team building meetings with other emergency programs.
- Ability to work on-call and/or extended hours during emergency activations.
- Ability to work effectively in a team environment.