



MANAGER OF PROTECTIVE SERVICES – FULL TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the Manager of Protective Services full time (exempt) position within the CRD in Williams Lake, BC.

DUTIES: This position is primarily responsible for leading, planning, directing and evaluating the operation of the Protective Services Department in accordance with applicable plans, bylaws, regulations, policies and best practices. The areas of service responsibility include the Cariboo Regional District Emergency Management Program, fire and rescue services, Search and Rescue and emergency radio communications services (9-1-1 and Fire Dispatch). This position is the key contact for matters of emergency preparedness, response and recovery and will be available as necessary to perform designated functions during emergencies. The position is the direct liaison to the Cariboo Regional District volunteer fire departments on administrative and operational matters. For a detailed Job Description including the duties, reporting structure and required qualifications can be found on the CRD website at www.cariboord.ca.

SALARY: This is a full-time position offering a competitive salary and benefits package commensurate with the successful candidate's experience and qualifications.

WORK SITE LOCATION: Cariboo Regional District Office, Suite D, 180 3rd Avenue North, Williams Lake, BC. The position requires travel throughout the CRD for meetings, training and response as required. Applicants must have a valid class 5 driver's license. The applicant will be asked to provide a criminal record check and a BC Driver's License abstract.

HOURS OF WORK: The regular hours of work for this position are 37.5 hours per week. Flexible work hours, including evenings, weekends, and holidays is a requirement of this position. The position is the single point of contact (on-call) for the CRD emergency program with ability to work extended hours under stressful and emergency conditions as required.

Applications from interested individuals will be accepted by the undersigned until **4:30 pm, February 9, 2018** and should be in the form of a resume with an accompanying letter detailing your experience and qualifications relative to the position.

John M. MacLean, CAO
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Toll Free: 1-800-665-1636
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We thank all applicants in advance for their submissions; however, only those candidates selected for an interview will receive a response.



Title: Manager of Protective Services

Reports To: Chief Administrative Officer

Date: January 3, 2018

Summary

This position is primarily responsible for leading, planning, directing and evaluating the operation of the Protective Services Department in accordance with applicable plans, bylaws, regulations, policies and best practices. The areas of service responsibility include the Cariboo Regional District Emergency Management Program, fire and rescue services, Search and Rescue and emergency radio communications services (9-1-1 and Fire Dispatch). This position is the key contact for matters of emergency preparedness, response and recovery and will be available as necessary to perform designated functions during emergencies. The position is the direct liaison to the Cariboo Regional District volunteer fire departments on administrative and operational matters.

Key Accountabilities

- Coordinates and leads in the development, management and ongoing review of an encompassing regional emergency plan and program.
- Ensures 365 days 24/7 hours per day coverage for the Cariboo Regional District emergency program.
- Provides leadership and assists in arranging, coordinating, and promoting emergency preparedness within the regional district.
- Identifies appropriate emergency preparedness training and exercise requirements and arranges appropriate Regional wide training/exercise matrix as necessary.
- Identifies appropriate emergency preparedness training and exercise requirements and arranges appropriate Regional wide training/exercises to develop and maintain an EOC staff team.
- Works with communities in the Cariboo Regional District to inform them of the Cariboo Regional District Emergency Plan and Program and to enhance community preparedness and resiliency.
- Manages and monitors the performance of all volunteer fire departments.
- Provides leadership and assists the Cariboo Regional District volunteer fire departments in the administration, coordination and support of the regional district fire services.
- Maintains an in depth knowledge of regulations applicable to protective services.
- Develops program policies guiding the operation of the Cariboo Regional District fire services and search and rescue.
- Acts as the direct liaison between the Cariboo Regional District fire services, Search and Rescue and emergency telecommunication partners and contractors.
- Prepares annual budgets and long-range business plans, with supporting goals and objectives.
- Prepares reports, studies and presents to the Board of Directors and Board committees as directed.
- Works with appropriate staff to undertake capital and operating procurements in compliance with legislation, best practices and CRD policies.

- Establish and maintain a positive and effective working relationship with staff, elected officials, federal and provincial agencies, member municipalities, operational personnel and the community as a whole.

Qualifications, Skills and Abilities

- Undergraduate degree or diploma from a recognized post-secondary institution in a related field, supplemented by courses in emergency preparedness including risk assessment and planning, emergency management and fires services.
- A minimum of 3 years directly related experience combined with an undergraduate degree, or 6 years directly related experience combined with a diploma. Experience must include serving as an emergency management professional and/or fire service officer, preferably with some time in a local government setting.
- Must have a thorough knowledge of the BC Emergency Management system and the Incident Command System, and the roles and responsibilities of the local authority under the Emergency Program Act.
- Experience and knowledge of local government legislation and applicable legal principles as well as Statutes and Regulations related to the role, including the BC Emergency Program Act and the Fire Services Act.
- Ability to read and understand maps and related materials necessary to perform requirements of the position.
- Team leader/project manager experience in developing and delivering comprehensive training packages, including evaluation mechanisms.
- Able to effectively and responsibly fill a number of leadership roles in time of Emergency and in the Emergency Operations Centre.
- Strong conflict resolution and facilitation skills. Critical Incident Stress Debriefing training would be an asset.
- Strong interpersonal and leadership skills with the ability to organize personnel and provide leadership in the achievement of goals and objectives.
- Excellent organizational, written and verbal communication skills.
- Ability to communicate in a courteous and tactful manner.
- Ability to work independently, prioritize the workload and accomplish the tasks within a reasonable time period.
- Demonstrated administrative skills in Microsoft Office Suite (Outlook, Word, and Excel), including the ability to effectively utilize and research on the internet.
- Ability to respond to emergencies as needed and immediately, and to work various shifts to meet operational requirements, including weekends and evenings as necessary. Must be able to work long hours under demanding conditions, particularly during emergency situations.
- Maintain a valid BC Driver's license.



Supervisory Responsibility

- Manage staff within the department.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties as required.