



Municipality of the District of West Hants/Town of Windsor  
Regional Emergency Management Coordinator  
Contract Position



The Municipality of the District of West Hants and the Town of Windsor require the services of a Regional Emergency Management Coordinator. This is a contract position for 20 hours per week.

Reporting to the Chief Administrative Officers (CAO) of the Towns of Windsor and the Municipality of the District of West Hants, the Regional Emergency Measures Organization (REMO) Coordinator shall be responsible for developing Emergency Management Plans and procedures for the Town of Windsor and the Municipality of the District of West Hants.

The candidate must have strong organizational and analytical skills; a person who is motivated by public service; organized; detail-oriented and a person who has proficiency in technologies and systems. The successful candidate will have excellent computer skills, knowledge of emergency systems, and the ability to work well under pressure and be a strong communicator.

The successful candidate will be required to obtain a criminal record check prior to offer of employment.

A detailed job description can be obtained at the front counters of the respective municipalities or on the following websites:

<http://www.westhants.ca/employment-opportunities/>

<https://www.town.windsor.ns.ca/employment-opportunities.html>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, to the attention of the undersigned, no later than Friday, September 14 at 4:30pm.

Martin Laycock, CAO

Municipality of the District of West Hants

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## REMO COORDINATOR JOB DESCRIPTION



**Position Title:** REMO Coordinator

**Department/Division:** REMO

**Reports To:** CAOs of the Municipality of the District of West Hants and Town of Windsor

**Subordinate Staff:** None

**Salary Range:** \$29.74/hour plus 4% vacation pay (subject to annual performance increases)

**Classification:** Contract

**Revision Date:** August 28, 2018

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**Position Summary:** Reporting to the Chief Administrative Officers (CAO) of the Towns of Windsor and the Municipality of the District of West Hants, the Regional Emergency Measures Organization (REMO) Coordinator shall be responsible for developing and overall Emergency Management Plans and procedures for the Town of Windsor and the Municipality of the District of West Hants.

The Coordinator is required to assist municipal departments, non-governmental and volunteer agencies to develop plans and procedures which complement the REMO Plan; to facilitate inter and intra-agency co-operation; and to coordinate municipal operations with those of the provincial and federal governments in the event of an emergency. Additionally, the Coordinator is required to make sure all REMO Emergency Coordination Centers (ECC) and associated equipment are fully functional and ready for use 24/7.

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### **JOB DUTIES AND RESPONSIBILITIES<sup>1</sup>**

- Assist and support in developing and maintaining the Emergency Management Plan (External and Internal), ensure that an updated version of the manual is available at least annually, and the plan meets the EMO NS review.
- Work directly with the CAOs, REMO Advisory Committee and REMO Planning Committee to design, develop, coordinate and implement region-wide and site-specific training regarding the various elements of the Emergency Management Plan.

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<sup>1</sup> Job descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Job descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The municipality of West Hants reserves the sole and unfettered right to make changes to this job description, as required by the organization, without impact upon the employment relationship.

- Execute a minimum of two “Preparedness Exercises” per year, one of which must include a coordinated response with local emergency services.
- Participate with internal and external committees and agencies regarding emergency preparedness including those at the hospital, local, regional, and provincial levels.
- Research and make recommendations regarding best practices with respect to emergency preparedness.
- Responsible for ensuring that all EMO NS recommendations are communicated and met.
- Lead the REMO Planning team in the design, coordination, and implementation of emergency preparedness plans, procedures and training (for internal and external events). Review and recommend emergency plans for community and private events that meet the REMO policy/bylaw requirements.
- Support the implementation and on-going education of the Incident Command System (ICS) throughout the organization, the key element of the Emergency Management Plan, including supporting the following responsibility areas: Security and Safety, Communications, Training, Operations, Logistics, Planning, Finance and Operations.
- Develop project plans and timelines for accomplishing outstanding tasks. Identify inconsistencies among plans and propose corrective measures.
- Identify systems and operational problems and propose solutions. Work to build consensus when jurisdictional response plans diverge.
- Develop an Annual Report on the Emergency Preparedness Plan and present the annual report and program critiques to the REMO Advisory Committee.
- Investigate and research best practices with respect to emergency preparedness, attend seminars, benchmark with other institutions and obtain resource material for review.
- Ensure that the Emergency Management Call Lists are up to date and functional, conduct quarterly reviews and verification of call lists, and publish updates. Send out semi-annual reminders to update departments' internal call lists.
- Coordinate all capital and significant operational requests to support emergency preparedness. Present summary requests to the CAOs and REMO Chair for review and approval.
- Work with local experts to ensure that emergency preparedness equipment and supplies are available and in good working order. Assist in the coordination of recommending purchase of supplies/equipment as necessary.
- Attend Emergency Preparedness meetings with external agencies at the local, regional and provincial levels.
- Work with EMO Nova Scotia to maintain and update the Emergency Management Plans.

- Help to facilitate emergency preparedness training to key staff positions operating within the Emergency Coordination Center (ECC).
- Assist in the development of the annual REMO budget.
- Perform other related duties incidental to the work described herein.
- Investigate, research, and make recommendations regarding best practices with respect to emergency preparedness.
- Assist with the promotion of emergency planning and readiness within the community.
- Develop, coordinate and maintain an all-hazards review and plan with mitigation strategies as approved by the planning and advisory committees in coordination with other experts and municipal committees as required.

## **JOB CHARACTERISTICS**

### **Work Hours**

Requires a minimum of 20 hours in a standard work week. This is a contract position; the Coordinator is expected to work the hours necessary during some emergent and non-emergent events (time-off-in-lieu to be considered) including working and attending meetings outside of established business hours.

### **Work Environment**

The Coordinator will be working primarily from the two fully furnished ECCs at Hantsport and West Hants. An alternative functional site at Windsor is available only as a back up to these two sites.

The Coordinator will be required to carry equipment that weighs approximately 30 kilograms on occasion. The equipment is much heavier than that but requires two people to carry.

## **JOB REQUIREMENTS**

### **Knowledge, Skills, & Abilities**

- Ability to collect, compile, analyze, interpret, and utilize statistics, studies, and surveys.
- Ability to express ideas and make presentations effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with employees, elected officials and emergency agencies, officials, outside agencies and the public.
- Post-secondary education and minimum five (5) years related experience; however, an equivalent combination of training and experience may be considered.
- Must have a minimum of ICS-300 or obtain certification within one (1) year
- Must be familiar with the TMR/VHF/ Digital VHF/Amateur radio systems
- Must be familiar with communication technologies; satellite technology would be an asset.

- Well-developed interpersonal and communication skills, both verbal and written.
- Knowledge of Federal, Provincial and Municipal legislation, regulations, codes and Municipal By-laws with respect to emergency management
- Knowledge of emergency preparedness methods, techniques and procedures is considered an asset
- Must have computer skills including word processing and spreadsheet proficiency
- Possess a dependable vehicle and a valid class 5 Nova Scotia driver's license.
- Be bondable and subject to criminal check
- Must be willing to successfully complete training in the following area: ICS-400, ICS for the ECC, and any other course deemed necessary by the REMO Advisory Committee or CAO's.

**Special Requirements**

- Possession of a valid motor vehicle operator's license.
- An employee in this classification is subject to criminal checks