

City of Pembroke

Emergency Management Student Job Summary

Emergency Management (Pembroke Fire Department)

Reporting to the Community Emergency Management Coordinator

Rate of Pay - \$18.75/hr

Under the direction of the Community Emergency Management Coordinator (CEMC), you will support Emergency Management planning, co-ordination, and execution of emergency management initiatives in the City of Pembroke. In addition, you will assist the CEMC in the performance of tasks, by researching, compiling, and documenting, information for inclusion in the City's Emergency Response Plan, Hazard Identification and Risk Assessment (HIRA), and Critical Infrastructure list.

Education, Skills, Abilities

1. Currently enrolled in a post-secondary program related to Emergency Management, Public Safety, or a related field.
2. Basic understanding of emergency management principles and practices.
3. Strong organizational and communication skills.
4. Ability to work independently and as part of a team.
5. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
6. Valid driver's license and use of own vehicle.

Responsibilities

1. Review Emergency Plan and Appendices ensuring all information is current and accurate.
2. Review & develop HIRAs for the City of Pembroke.
3. Update maps and records as may be required.
4. Conduct research on best practices in emergency management and integrate findings into current practices.
5. Assist the CEMC in reviewing, developing and delivering educational programs and packages.
6. Participate in community outreach and education efforts related to emergency preparedness.
7. Maintain databases and document management systems related to emergency management operations.
8. Assist in the preparation of reports and presentations for stakeholders.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must maintain a valid Ontario driver's licence in good standing and will be required to sign a Confidentiality Agreement and complete a Vulnerable Sector check. Candidate must supply their own personal CSA approved steel-toed work boots and work clothes.