



## **Regional District of Bulkley-Nechako Emergency Management Technician**

The Regional District of Bulkley-Nechako is seeking applicants to fill the temporary position of Emergency Management Technician. The hours of this position are generally Monday to Friday from 8:30 am to 4:30 pm. Full-time hours (35 hours per week) are expected from May to August, while part-time hours (approximately 10 hours per week) will be scheduled from September to April. This position requires both on-site and remote work options within the Regional District. The work schedule may require flexible hours. The starting wage for this position is \$31.79 per hour, and upon completion of the 3-month probationary period, you are eligible for an increased rate of \$32.74 per hour.

The Emergency Management Technician (EMT) will play a crucial role in supporting the RDBN Emergency Program through various projects, research initiatives, and event organization. This position assists in the development and implementation of emergency plans, training programs, exercises, and public education efforts. Reporting to the Emergency Services Manager and Director of Protective Services the EMT works to enhance the region's emergency preparedness and response capabilities while contributing to the strategic priorities of the RDBN.

### **Duties and Responsibilities:**

#### **Emergency Management Program Development and Coordination:**

The Emergency Management Technician will provide key support to the Emergency Services Manager in the ongoing development and implementation of the RDBN Emergency Management Program, including but not limited to:

- **Mitigation and Preparedness**

- Support the development, maintenance, and continuous improvement of Community Emergency Management Plans, contact lists, and resource databases.
- Conduct research and contribute to the creation of emergency plans, training programs, exercises, and public education initiatives.

- **Response**

- Assist in the activation and implementation of emergency plans during emergencies and actively participate in key roles within the Emergency Operations Centre (EOC).
- Participate in on-call rotations to ensure readiness and effective response.

- **Recovery**

- Support recovery efforts across the region, ensuring a coordinated and effective approach.
- Assist in conducting the debriefing sessions and preparing after-action reports to enhance future emergency response and recovery strategies.

#### **Support for Protective Services Operations:**

Contribute to the organization, coordination, and implementation of the Protective Services Operations.

- Assist in the preparation and delivery of reports to the RDBN Board of Directors on emergency preparedness, response, and recovery.



- Maintain up-to-date knowledge on trends, developments, and best practices in emergency management.
- Perform additional duties assigned to support the overall goals of the Protective Services department.

#### **Skills and Qualifications:**

- Strong organizational skills with the ability to manage multiple time-sensitive tasks effectively.
- Excellent written and verbal communication skills, including the ability to prepare reports, presentations, and correspondence.
- Proven ability to deliver educational materials and conduct public outreach for diverse audiences, including community groups, and local officials.
- Strong interpersonal skills to engage, build and maintain positive relationships with stakeholders, including emergency response partners, residents, Indigenous Governing Bodies, contractors, and other agencies.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and online research tools.
- Ability to work both independently and as part of a team in a collaborative environment.
- Culturally respectful practices with an understanding of regional Indigenous communities and the ability to engage in meaningful and respectful collaboration.
- Strong problem-solving skills and attention to detail.
- Ability to adapt to dynamic situations and perform under pressure during emergency events.

#### **Education and Experience:**

- Post-secondary education in emergency management, public safety, disaster response, or a related field is preferred.
- Previous experience in emergency management, public safety, or event coordination is an asset.

#### **Additional Requirements:**

- Valid BC Class 5, or Valid BC Class 7 (N) Driver's License
- Ability to travel independently within the region as required.
- Availability to work flexible hours, including evenings and weekends, and in the event of an emergency response activation.
- Participation in emergency response activities may require extended hours and work in high-pressure environments.
- Attendance at public events, training sessions, and community outreach programs may be required.

Applications will be accepted until the position is filled, with review beginning on Tuesday, March 25, 2025, and should be addressed to: Scott Zayac, Director of Protective Services

**Subject Line:** Emergency Management Technician; **Email:** [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

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