



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting

Director of Emergency Management

The Director of Emergency Management (EMGMGT) will play a pivotal role in developing, implementing, and overseeing emergency management strategies and programs for the McLeod Lake Indian Band. This position is crucial for ensuring the safety and preparedness of our community in the face of emergencies, including natural disasters, fires, and other critical incidents. The ideal candidate will have substantial experience in fire management and emergency response, with proven leadership skills and a strong commitment to community safety. The Director of EMGMGT will report to the Chief and Council through the Band Administrator. This position is an in-community position travel is required to McLeod Lake.

Key Responsibilities:

- Develop, implement, and maintain comprehensive emergency management plans and procedures tailored to the needs of the McLeod Lake Indian Band.
- Lead and coordinate emergency response efforts during incidents, ensuring effective communication and collaboration with community members, emergency services, and other stakeholders.
- Oversee fire prevention, suppression, and safety programs, leveraging experience as a Fire Chief to enhance fire management practices and emergency preparedness.
- Conduct risk assessments and develop strategies to mitigate potential hazards and vulnerabilities within the community.
- Provide training and education to community members and staff on emergency preparedness, response, and recovery.
- Manage emergency management budgets, resources, and personnel, ensuring efficient and effective use of funds and assets.
- Serve as the primary point of contact for emergency management and fire-related matters, representing the McLeod Lake Indian Band in meetings and coordination with external agencies.
- Stay informed about emerging trends, technologies, and best practices in emergency management and fire services to continually improve community resilience. Secure funding for projects and development of proposals to raise financial resources. Grant writing.
- Oversee and manage the Emergency Management Coordinator and a compliment of volunteers.
- Assist the Band Administrator to facilitate information sharing with Band Members and holding meetings with community members.

Education and Experience:

- Proven experience as a Fire Chief or in a similar senior fire management role with a strong background in emergency management.
- Bachelor's degree in Emergency Management, Fire Science, Public Administration, or a related field is desired. NFPA 1001 or equivalent is required.
- Extensive knowledge of fire prevention, suppression, and emergency response practices.
- Strong leadership skills with the ability to effectively manage teams and coordinate multi-agency responses.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse groups and stakeholders.
- Experience in developing and managing emergency response plans, risk assessments, and training programs.
- Familiarity with First Nations communities and an understanding of Indigenous cultural practices and values is highly desirable.
- Ability to work under pressure, make critical decisions, and manage complex situations during emergencies.

The position will be located at the offices of McLeod Lake and will require in-person work. Transportation may be provided from Prince George or Mackenzie.

For a complete job description please contact the HR Department below:

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mlib.ca

Deadline to apply: September 05, 2024

Posted: August 15, 2024