



Job Description

Manager of Community Sustainability

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: General Manager of Development & Community Sustainability Services

TITLE OF IMMEDIATE SUBORDINATES: Community Sustainability Planner, Wildfire Mitigation Supervisor and Emergency Program Coordinators

DEPARTMENT: Development & Community Sustainability

SUMMARY OF POSITION:

Reporting to the General Manager, the Manager of Community Sustainability advances climate change risk management and sustainability initiatives by leading a team that seeks to integrate climate change risk into actions, monitoring and reporting; and provides technical expertise on natural hazard risk identification, management and seeking opportunities to improve the effectiveness and sustainability of the region. The manager works with other departments to monitor climate actions, support communities on wildfire risks and oversees the emergency management activities to ensure community preparedness, risk reduction and community resilience through collaborative processes, networking, common vision and an integration of ecological, social and economic values.

The candidate will be required to oversee Emergency Operations Activity. This is currently under review.

ROLE AND RESPONSIBILITIES:

1. Provide technical expertise to strengthen climate change risk identification and disaster risk management to inform operations and community development
2. Leads and works with a multi-disciplinary team of managers seeking to reduce risks of climate change and moving towards a low carbon economy
3. Leads and sometimes participates on initiatives with external stakeholders and First Nations
4. Supports risk informed regional risk management plans related to preparedness and mitigation from natural disasters such as: floods, landslides, avalanches wind storms, hailstorms and drought.
5. Prepares and or participates in the identification, preparation and assessment of studies, research papers, guidelines, monitoring reports, dashboards etc. related to climate change risk.
6. Manages the emergency program by acting as the regional contact on behalf of the emergency program for all outside stakeholders, including provincial agencies, utilities, municipal leaders, and elected officials;
7. Ensures compliance of the Emergency Program to meet provincially legislated requirements;
8. Participates on Committees of the Board and attends Board meetings to provide current status and

- progress of programs and provides recommendations for new opportunities as required;
9. Coordinates public awareness campaigns including preparation and delivery of presentations on programs as required;
 10. Develops and manages program budgets and presents to Board as required;
 11. Coordinates and manages grant applications and ensures appropriate management of any grant funding received;
 12. Builds strong capacity through the Emergency Program Coordinators to support the EOC activations and may be required to act as EOC Director; and
 13. Following EOC activation:
 - a. Ensures recovery plans and activities are implemented effectively
 - b. Ensures completion and distribution of the EOC After Action Report
 - c. Ensures public forums and/or meetings are coordinated to keep residents informed as to the status of recovery efforts and on-going emergency management initiatives
 - d. Ensures financial and administrative requirements are processed and submitted to EMBC and other RDCK departments as needed.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Post graduate certificate or an undergraduate degree in any subject relevant to the outlined activities: climate change, Emergency Management, Environment & Sustainability or equivalent;
- At least 3 to 7 years' experience in progressively more complex Emergency, Environment & Sustainability Management positions, including at least 5 years in a supervisory role;
- Preference may be given to candidates with Emergency Operations Centre training at a local government, in capacity as Director or Incident Commander;
- An equivalent combination of qualifications and work experience may be considered;
- Demonstrated experience in project management and contract management;
- Demonstrated experience in risk assessment and risk management;
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract; and
- Satisfactory Criminal Record.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Management and leadership skills, including ability to develop programs and initiate projects;
- Knowledge of emergency programs and systems;
- Proficient in risk analysis and management as it applies to emergency planning and sustainable development;

- Ability to work independently
- Ability to supervise a team of local and remote employees, delegate duties effectively and provide meaningful mentoring, coaching, and support;
- Professional communication skills, both written and verbal, with a variety of stakeholders, general public, people in crisis, agency volunteers and elected officials;
- Excellent, networking skills with the ability to coordinate groups of workers and volunteers across a wide geographical area;
- Knowledge of relevant federal, provincial and local legislation, acts, policy and bylaw and how they apply in a rural context;
- Professional research and report writing skills;
- Knowledge of best-practice Incident Command Systems;
- Demonstrated conflict resolution skills and ability to work professionally with others in high stress situations;
- Intermediate skills using Microsoft Office suite of programs and the ability to learn and become proficient in new computer programs.
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, Respect.

CONDITIONS OF WORK:

- Lead the Community Sustainability Team and initiatives in various areas of the region
- Participate in the RDCK Emergency Program Duty Officer On-Call program is a requirement of this position;
- In the event of an emergency, may be required to work extended hours under stressful conditions;
- Travel and overnight stays as required.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name	Employee Signature	Date

Employer Representative Name

Employer Representative Signature

Date