

Job Class Profile: Regional Emergency Planner**Pay Level: CG-37 Point Band: 814-847**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	5	3	4	5	5	5	1	4	
Points	280	83	19	19	150	108	103	21	43	826

JOB SUMMARY

The Regional Emergency Planner is responsible for developing and delivering emergency management training programs, facilitating the overall development of emergency plans for municipalities with subsequent integration with other emergency management plans of health boards, government agencies and the private sector.

Key and Periodic Activities

- Provides advice and direction to municipalities in all aspects of emergency plan development, working to ensure practical integration of municipal, provincial and federal agency plans.
- Responds to enquiries and attends meetings with municipalities. Establishes and maintains a database of emergency management plans.
- Develops, designs, evaluates and delivers emergency management training programs. Conducts research and considers continuous enhancements to training programs and emergency planning workshops. Ensures registration and tracking of candidates is completed and a database of trained personnel is maintained.
- Participates in provincial and federal forums and working groups on emergency management initiatives.
- Assists in planning and conducting exercises to test emergency plans on a municipal, provincial and federal level.
- Responds to emergency situations when a municipality becomes impacted by an event. Provides guidance to the municipality and assists in acquiring additional resources that may be required during the emergency response.
- Makes recommendations and provides information on funding programs including the Joint Emergency Preparedness Program (JEPP), Disaster Financial Assistance (DFAA) and special assistance.
- Participates in the development and ongoing maintenance of the provincial government's business continuity and emergency plan.
- Advises municipalities of impending extreme weather conditions upon receipt of information from Environment Canada.
- Ensures necessary supplies required for training and normal operations are available.

Key and Periodic Activities

- Completes financial requirements such as petty cash and travel claims.
- Attends provincial and federal meetings/training initiatives.
- Provides monthly and quarterly updates on the status of emergency plan development for all municipalities in the province.
- Contributes to program and policy development within Fire and Emergency Services, Newfoundland.
- Provides necessary information and carries out actions to ensure public communications and awareness activities are conducted throughout the province.

SKILL

Knowledge

General and Specific Knowledge:

- Requires specific knowledge of emergency management planning and related training.
- Current knowledge of trends, new developments and research in the field.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in related field

Years of Experience:

- Minimum: 4 - 5 years

Competencies:

- Apply established techniques
- Coordinate a range of related work activities
- Develop new training programs
- Provide advice
- Written and verbal communication skills.

Interpersonal Skills

- A range of interpersonal skills are used such as listening; asking questions; providing routine and specialized information (relating to emergency plan development); promoting services/ideas; facilitating meetings/sessions; making formal presentations to groups (to discuss roles and responsibilities during emergency response); gaining the cooperation of others to complete work; providing expert advice; dealing with upset or angry people; resolving disputes; conducting training (such as Basic Emergency Management Planning Workshops); conducting formal interviews; negotiating contracts and agreements and providing comfort to others who may be impacted by a disaster.
- Communications occur with employees, peers, supervisor/manager, other municipal/provincial/federal representatives, contractors, sales representatives, students, internal/external departmental executives, professional advisors and clients and/or the general public.
- Most significant contacts are representatives of municipal and government agencies (for development, implementation and exercising of emergency management plans); Employees/Peers within the Department (to work together for necessary development and

implementation of programs and initiatives and overcoming obstacles and challenges) and Municipal Emergency Management personnel (both during and after an emergency).

EFFORT

Physical Effort

- The demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Typically required to lift up to 15 lbs., such as training materials, the Emergency Operations Centre Management phone system, and in the event of an emergency, may be required to move and setup generators for the mobile command unit which would increase the weight requirement up to 50 lbs. As a result, the use of gross motor skills would occasionally be required.
- Regularly required to drive to sites to conduct training sessions.
- Fine finger and precision work occurs on a regular basis when utilizing a computer to write letters and guidance documents to access data from a variety of databases.

Concentration

- **Visual concentration** includes regular use of a computer to generate reports, communicate and prepare documentation. Must also be observant and identify hazards during an emergency situation.
- **Auditory concentration** is exercised when consulting with municipal representatives in order to listen, understand and provide guidance to solve issues. During an emergency, one must be cognizant of horns and other devices used to notify people of an increased threat and/or sudden need to evacuate.
- During an emergency, situation reports and briefings are given on a regular basis. These briefings continue on a 24/7 basis for the duration of the emergency. This requires a **need to be alert** and respond to issues/concerns at all times.
- **Higher than normal level of attentiveness** is required during emergency response in order to ensure responder and residential/general public safety.
- **Time pressures and deadlines** are experienced due to requirements under the Emergency Services Act, 2009. Works diligently to ensure municipalities have these plans in place as required. **Time pressures** are also vital during an emergency where essential services need to be reinstated and public safety is assured.
- **Exact results and precision** is required when analyzing data.
- **Eye/hand coordination** is required when using a computer, driving and conducting training initiatives.

Complexity

- Tasks are typically different/unrelated and require the use of a broad range of skills and a diversity of knowledge. Activities range from providing advice and direction to municipalities in all aspects of emergency plan development to developing, designing, evaluating and delivering emergency management training programs.
- Typically, challenges/problems/issues have obvious solutions, however, others must be defined and practical solutions found. Challenges relating to the development of municipal emergency plans arise, as many municipalities are resistant to carrying out this task and have

issues relating to the legislated requirements. Other types of challenges can occur during an emergency. In the event of an evacuation requirement, some individuals are reluctant to leave their homes. Understanding and communicating this need is particularly important to overcoming these challenges.

- Provide advice and direction to municipalities in all aspects of emergency plan development and reviews such plans upon submission to the department to ensure plans are based on a hazard, risk and vulnerability assessment. Makes recommendations to enhance the plan.
- Required to keep abreast of trends and developments in emergency management.
- Reference material available includes legislation and regulations, guidelines, MOU's, advice from colleagues, supervisor and individuals from other government agencies.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed and controlled.
- Work is performed within a region under very little supervision.
- Setting schedules and committing to meetings with municipalities to consider regional emergency management plans are left to the employee's discretion. In the event of an emergency, represents the division, coordinates activities and consults with other government and non-government agencies to ensure a response and recovery plan is in place and makes recommendations to ensure public safety.
- Supervisory approval is required for travel, purchases, policy changes and individual municipal emergency plans.
- Act independently and must exercise a high degree of discretion and judgement during an emergency, particularly when transportation and communications routes have been cut off. During such incidents, emergency expenditures can be made within certain guidelines.
- Provides advice/recommendations on emergency management plan development.

Impact

- Impacts are felt internally within the immediate work area/department/government as well as externally with clients/general public as the response capability of government departments and municipalities will be greatly enhanced.
- Resources affected mainly include equipment, processes and systems (as needed, to address particular type of emergency), information (flow and accuracy is critical), health/safety and corporate image (leading role of government and non-government agencies).
- The consequences of a mistake or error during an emergency response can have potentially extreme impacts on those directly affected by the emergency. Evacuations and establishment of safe perimeters for example to ensure life safety is crucial where the impact may be felt by a number of individuals and/or agencies.
- The risk or consequences of an error resulting from an omission in an emergency plan would be identified upon review and would need to be addressed as soon as possible. During an emergency, errors would have to be dealt with immediately.

Development and Leadership of Others

- Not responsible for the supervision of staff.

- Have some development and leadership responsibilities such as providing on-the-job advice/guidance.

WORKING CONDITIONS

Environmental Working Conditions

- Safety equipment is not typically required during the normal course of duties. However, during an emergency response, personal protective equipment applicable to the type of emergency is required.
- As a result, there would be an occasional potential exposure to unusual/distracting noise, dirt, dust, filth or garbage, glare, fumes, limited ventilation and lighting, hazardous chemicals, toxic or poisonous substances, odours, wet or slippery surfaces, electrical shocks, isolation, awkward or confining workspaces, temperature extremes, fire, radiation, physical dangers or threats, sharp objects, heavy machinery and adverse weather conditions.