

Specialist, Community Emergency Management

Transportation Services Department

Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors, and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include flexible working hours, and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

Job Requisition Number

JR0000000916

Employment Status

Full Time Permanent

Type of Vacancy

Existing Vacancy

Hours of Work

35 hours per week

Department

Transportation Services

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall, 426 Brant St., Burlington. Work location is subject to change at the discretion of the City due to operational demands. Effective September 2027, this role will be required to be on site 50% of the time each month.

Position Overview

Reporting to the Manager, Emergency Management and Environmental Sustainability, this position is responsible for developing, implementing, and maintaining the City of Burlington's Emergency and Continuity Management Program. Working as part of a team, this shared position supports a centralized, coordinated approach to prevention, mitigation, preparedness, response and recovery, and helps ensure that the City of Burlington and its emergency operations centre facilities are in a continuous state of readiness.

Responsibilities

The Emergency and Continuity Management program is delivered through a shared portfolio model. Duties and responsibilities listed below represent the full scope of the program and will be assigned, prioritized, and adjusted between Emergency Management

We thank all applicants and advise that only those to be interviewed will be contacted.

www.burlington.ca



An equal opportunity employer.

specialists by the Manager to support operational resiliency, succession planning, and evolving corporate and community needs.

- Lead the development, implementation and ongoing enhancement of the Emergency and Continuity Management program, including supporting policies and procedures pertaining to prevention, mitigation, preparedness, response, and recovery, and business continuity.
- Coordinate and support the review and updating of the Emergency and Continuity Management Program for adoption by Council through by-law, in consultation with the Emergency and Continuity Management Program Committee (ECMPC).
- Work collaboratively with the Executive Leadership Team, Senior Leadership Team and City of Burlington departments and divisions to support initiatives that enhance the corporation's capacity to effectively prepare, respond, mitigate, and recover from a significant event.
- During emergencies, provide expert advice and coordination in accordance with the Emergency Response Plan and assigned Incident Management System role.
- Following an emergency/disaster, support community and corporate recovery activities, in collaboration with internal departments/divisions, and/or external stakeholders.
- Coordinate post-incident debriefs and after-action reporting, including the development of improvement plans.
- Lead the provincially mandated annual review and revision of the Hazard Identification and Risk Assessment (HIRA) and Critical Infrastructure (CI) List to ensure compliance with the Emergency Management and Civil Protection Act and its regulations.
- Collaborate with departments and divisions to complete operational risk assessments and update Business Impact Analysis (BIA) for departments/divisions.
- Share outputs from the BIA, HIRA, and the CI listing across departments and select stakeholder groups to formulate joint strategies.
- Support the procurement, development, and ongoing maintenance of the municipal emergency notification system.
- Collaborate with Corporate Communications and Engagement to support the development and maintenance of the City's Crisis Communications Plan.
- Develop, plan, and deliver emergency and continuity management training and exercises for designated City staff, Council members and partner agencies.
- Maintain accurate training plans and necessary records.
- Coordinate with Corporate Communications and Engagement to plan annual general emergency preparedness and hazard awareness public education programming including development of targeted population program material, updated public website material and emergency preparedness week campaigns.
- Undertake research and analysis and prepare reports for the Emergency and Continuity Management Program Committee and Council on emergency management and/or business continuity issues.
- Duties and responsibilities are inclusive but not limited to the above.

We thank all applicants and advise that only those to be interviewed will be contacted.

www.burlington.ca



An equal opportunity employer.

Requirements

The successful candidate will possess a university degree in Emergency Management, Public Safety Administration, or a related field. Completion of EM 200 Basic Emergency Management, Incident Management System (IMS) 100, 200, and 300, and EM 300 Community Emergency Management Coordinator (CEMC) are also required. Associate or Certified Business Continuity Professional certification through DRI Canada, Associate or Certified Emergency Manager certification through IAEM, and certification as a trainer for IMS 200 and 300 are preferred.

This role will require 4-7 years of experience in public sector emergency management and business continuity, including responsibility for program components and the application of professional judgement with minimal technical oversight. You have experience participating in emergency operations centre (EOC) activations and/or business continuity incidents, ideally within a public sector setting. You demonstrate experience applying the Emergency Management and Civil Protection Act and supporting regulations and related provincial guidance in the development, review and maintenance of municipal emergency management and continuity programs. You have demonstrated experience designing and delivering emergency management and/or business continuity training, exercises or briefings to multidisciplinary audiences, including senior staff and Council. You are experienced in providing technical advice, recommendations, and analysis to management and leadership teams on emergency management and/or business continuity matters. You have a demonstrated ability to train adults in a variety of settings (classroom, workshop, online, etc.).

This position may require occasional travel between sites and/or City facilities.

Salary

\$101,881 - \$127,351

How to Apply

Please visit www.burlington.ca/careers. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Accommodations

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

We thank all applicants and advise that only those to be interviewed will be contacted.

www.burlington.ca



An equal opportunity employer.