

Emergency and Contingency Planning Specialist # 8644

Department: Public Works

Branch: Finance & Performance

Location: 17250 Yonge St - Newmarket, ON L3Y 6Z1 CA (Primary)

Hybrid work opportunities may apply - CA

Status: Temporary Full-Time

Temporary - Approximate length of assignment, in months: 11

Salary: Annually

Salary Grade: \$96,924.00 - \$109,829.00

Union: Non Union Staff

ABOUT US

Almost 1.2 million residents call York Region home, making it one of the largest regions in Canada – and the fastest growing with a population that's expected to grow to more than 2 million by 2041. Our geography, which is comprised of about 1,800 square kilometers over nine different municipalities, is as beautiful, interesting and diverse as our people. Local government is organized in a two-tier structure and we work together with our local municipalities to provide residents and businesses access to a broad selection of services and resources.

WHAT WE OFFER

Consistently named one of Canada's Best Employers by Forbes, we offer a collaborative, progressive workplace that takes pride in our organizational culture and is committed to living The 13+ Factors of Psychological Health and Safety in the Workplace – aligned with our vision to create strong, caring and safe communities both within and outside our walls.

- **Defined Benefit Pension Program** - With the Ontario Municipality Employees Retirement System (OMERS) defined benefit pension plan, you can confidently retire knowing that you will have income for life. Eligibility from date of hire as a full-time employee and includes employer-matched contributions.
- **Employer of Choice** - Recognized as the highest-ranking government employer in Canada and fourth overall among 300 organizations.
- **Benefits and Wellness** - Employees and their loved ones have access to a comprehensive employer-paid benefits plan that includes extended health, dental and life insurance, access to a 24/7 Employee and Family Assistance Program and corporate discounts and purchase plans for day-to-day products and services.
- **Inclusive and Diverse Workforce** - We're committed to fostering an environment that celebrates all dimensions of diversity and ensures everyone can develop to their full potential, participate freely in society and live with respect, dignity and freedom from discrimination. Our robust Inclusion, Diversity, Equity and Accessibility program continues to grow, and has been recognized by the United Nations and many other organizations for our leadership.

ABOUT THE ROLE

Reporting to the Program Manager, Strategic Performance and Business Continuity in Public Works, is responsible for coordinating the development and implementation of a comprehensive Emergency Management and Business Continuity Program for the Department, in conjunction with branch stakeholders, and under the Region's corporate Emergency Plan to ensure that the Department is in a state of operational readiness in the event of a loss of staff disruption, natural or human-caused emergency; developing business continuity plans, updates, communication guidelines and recommendations for the prevention, mitigation, preparedness, response and recovery phases of emergencies; planning, coordinating, implementing and evaluating training and exercises as well as any incident response in accordance with the standards, protocols and applicable statutory/regulatory requirements.

WHAT YOU'LL BE DOING

- Collaborates/works with stakeholders and follows the corporate strategic leadership, planning and direction related to this function.
- Participates and assists in the development and coordination of departmental and/or branch emergency plans and support plans, based on an understanding of best practices, relevant guidance documents, existing plans, exercise recommendations, reports, and legislative requirements; and ensures that plans are consistent with Regional plans, as well as other key stakeholder organizations.
- Coordinates the development and implementation of emergency management and/or business continuity planning orientation and training/education program for the department and/or branch and prepares reports for management.
- Leads activities and processes, working with multi-stakeholder groups (internal and external) to gather data, stakeholder input and leading practices in the development, implementation, and communication of plans.
- Liaises with and proactively develops relationships with stakeholders including government/non-governmental agencies, to facilitate the delivery of services; represents program area on a variety of committees and working groups.
- Assists in maintaining a state of readiness for the department and/or branch, by identifying the requirements, planning, development, implementation including regular updating of the plan, staff orientation and testing exercises.
- Designs, facilitates, and participates in emergency exercise training while analyzing and implementing after action insights gathered.
- Coordinates development, maintenance, communication, activation of department's business continuity plans internal stakeholders.
- Researches, analyzes, and evaluates trends; identifies and implements best practices and approaches; develops, implements, and evaluates program.
- Provides subject matter expert advice and recommendations applying current knowledge of best practices and applicable legislative, regulatory, and professional standards.
- Leads and manages special projects as assigned, including projects responding to Regional goals, or Department and Branch requirements.
- Liaises with and works cooperatively/collaboratively with key stakeholders in all emergency phases, to develop coordinated plans and responses to emergencies and incidents.

WHAT WE'RE LOOKING FOR

- Successful completion of a University Degree in Business Administration, Emergency Management, or a related discipline, or approved equivalent combination of education and experience.
- Minimum three (3) years' experience in emergency planning, operational contingency planning or project management and program development.
- Experience and/or training in emergency planning, response and exercises, and business continuity planning.
- Demonstrated knowledge of emergency management program development, applicable legislation and industry standards, disaster exercise initiatives and current emergency management practices.
- Demonstrated ability in corporate core competencies for this level.
- Strong writing, program planning, evaluation, and project management skills.
- Strong ability to develop relationships and work in welcoming and inclusive environment, where diversity is celebrated and where everyone can develop to their full potential.
- Ability to work independently and with teams and with ability to manage competing priorities.
- Advanced proficiency in virtual platforms and Microsoft Office suite including the use of virtual platforms for conducting meetings and/or presentations.
- Excellent interpersonal skills and ability to connect with a range of internal and external stakeholders while focusing on fostering collaborative work relationships.
- Demonstrated skill and ability to comprehend and utilize information and prepare written reports.
- Ability for coordinating and leading emergency and/or operational contingency on short notice.
- Valid Ontario Class "G" driver's license free of serious offences under the Highway Traffic Act.
- Ability to travel to offsite locations, as required.
- Ability to work outside regular business hours, as required.

Scheduled Weekly Hours: 35

Operational Hours: 8:30am - 4:30pm

Please apply online at <https://york.hua.hrsmart.com/hr/ats/Posting/view/8644> by **5:00PM EST of the closing date February 9, 2026.**

All employment opportunities are recorded on a 24-Hour Career Line and may be accessed by calling 1-877-464-9675 ext. 75508. We thank all candidates for their interest; however, only those selected for an interview will be contacted. Please be advised, York Region uses email as the primary means of communication with candidates and does not use AI technology in any part of the recruitment process. Please ensure your email address is up to date, checked frequently (including your spam folder), and accepts messages from unknown users.

Replacement ☒

Replacement – Converted Position ☐

Addition to Staff ☐

York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage and celebrate our diversity, aiming to build a qualified workforce that reflects the population we serve. Should you require an accommodation under the [Human Rights Code](#) during the recruitment and selection process, including accessible formats and communication supports, please email careers@york.ca or call 1-877-464-9675 extension 75506. Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment.