



# BIIGTIGONG NISHNAABEG

## INTERNAL/EXTERNAL

### EMPLOYMENT OPPORTUNITY

**Job title:** Emergency Response Manager  
**Department:** CAPITAL HOUSING  
**Employment status:** FULL TIME PERMENENT  
**Posting Date:** October 18, 2023  
**Closing Date:** Until Filled

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#### **Job Summary:**

Under the supervision of the Capital Housing Director and with communication to the Chief Executive Officer, the Emergency Response Manager will be responsible for the management of all aspects of Fire Services and Emergency preparedness, including fire prevention and response strategies. The Emergency Response Manager will be responsible for updating and implementing the Biigtigong Nishnaabeg Emergency Response Plan that aids in the protection and safety of the First Nation, its entities, and assets. This person will also be the lead coordinator in the development of the occupational health and safety program for the organization.

#### **Preferable skills & Qualifications:**

The ideal candidate will meet or exceed the following qualifications. This list will be used to develop a screening tool. It is the responsibility of the candidate to communicate his/her expertise and experience in these areas:

- Pre-Service Fire Fighter Education & Training Program Certification, OR
- NFPA 1001 Fire Fighter I & II certified from an accredited program from a recognized institution, accredited by the International Fire Service
- Minimum six years experience as a firefighter in a First Nation/municipal fire department
- Class "DZ" license
- Standard First Aid and CPR certificate
- Incident Command System Level 2 or higher
- Proven experience as a Safety Coordinator or similar role
- Knowledge of local, provincial, and federal safety regulations
- Supervisory and interpersonal skills
- Excellent organizational and time management skills
- Excellent written and verbal communication skills
- Physically able to perform firefighting duties and lift above 50 LBS

#### **Duties & Responsibilities:**

- Manage and update the Biigtigong Nishnaabeg Emergency Response Plan
- Coordinate ongoing training and testing of the plan for the control group and community
- Oversee operations of Volunteer Fire Department; including but not limited to
  - Developing policies and procedures
  - Developing and maintaining fire fighter training plans and establishing proper retention records
  - Identifying equipment and asset needs and maintain updated inventory
  - Developing and implementing recruitment strategies for volunteer fire fighters
- Coordinate semiannually, yearly safety checks and inspections on equipment, assets, buildings (extinguisher, CO2 Detectors, Smoke Alarm, AED, sprinkler systems, Fire Hall, Fire Trucks, Fire Equipment)
- Develop safety policies and procedures to ensure compliance with legislative regulations
- Coordinate and participate in department safety inspections with the health & safety committee
- Maintain safety records and documentation in accordance with company policies and organization's certification requirements
- Develop and implement action plans, compliance records, recommendations and improvements to company's current Health and Safety programs and protocols.
- Provide safety training to employees on topics such as job site hazard recognition, emergency response, and personal protective equipment (PPE)
- Establish and maintain effective relationships with community members, leaders, and external partners to raise awareness of emergency management protocols, promote community engagement in preparedness efforts.
- Physically able to perform fire duties
- Must be able to pass a Vulnerable Sector Check
- Must be willing to work and meet outside of regular work hours
- Liaison between other Emergency services (APS/OPP, EMS, Crisis Team)
- Develop Mutual Aid Agreements with agencies of interest.

#### **Physical Requirements/Environmental Conditions:**

BIIGTIGONG NISHNAABEG

- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in and around dust, fumes, and odors.
- Must be able to work in high places.

**Compensation:**

- Biigtigong Nishnaabeg offers a competitive wage and benefits package.

**How to apply:**

Please forward a cover letter, resume and three professional references by email to  
[recruitment@picriver.com](mailto:recruitment@picriver.com)

-or-

Kimberly McWatch – Acting Recruitment and Selection- Biigtigong Nishnaabeg,  
P.O. Box 193, Heron Bay, Ontario POT 1R0

**Incomplete applications WILL NOT be considered & WILL automatically be screened out.**