

Job Description

RESORT VILLAGE OF CANDLE LAKE



JOB TITLE:	Emergency Measures Coordinator (EMC)	JOB CATEGORY:	FF Paid on Call
Department/Group:	Emergency Services	Direct Reports	None
Reports to	CAO	Travel required:	None
Secondary report	Assistant CAO	Position type:	Paid on Call
Equipment provided	Approved millage and expenses	Date posted:	October 22, 2025
Salary Range	\$358.30/Monthly for average 10 hrs. \$25.00/hour over 10 hrs. (2025 Rate)	Posting expires:	October 31, 2025

APPLICATIONS ACCEPTED BY:

Email	cao@candlelake.ca	Special Requirements	Criminal Record and Vulnerable Sector check
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JOB DESCRIPTION

Role and Responsibilities:

The Emergency Measures Coordinator in coordination with senior management work to develop and maintain emergency management plans for the Resort Village of Candle Lake. The EMO coordinator shall identify potential risks and hazards specific to the Municipality and create mitigation strategies. Liaison with Provincial and Regional authorities including Saskatchewan Public Safety Agency (SPSA). Coordinate Municipal training in relation to Emergency Management Organization (EMO).

The Emergency Measures Coordinator, reporting to the Chief Administrative Officer, CAO, of the Resort Village of Candle Lake, is responsible for the strategic direction, leadership and coordination within the Candle Lake Emergency Management, as well as the planning, organizing, coordinating, and directing Emergency Management within the Resort Village of Candle Lake. The Emergency Management Coordinator is responsible for Emergency Management within the Resort Village of Candle Lake, supporting and working with the Community Safety Officers, Emergency Services, Regional Emergency Management, and the Saskatchewan Public Safety Agency and must always demonstrate integrity and professionalism in the conduct of their duties, while meeting a high standard for customer service and public service delivery.

Preferred Qualifications and Education

- A complete Grade XII or GED.
- 5-10 years working in Emergency Management Field
- Experience relevant to emergency measures and planning
- Incident Command System ICS training
- Basic or Advanced Emergency Management course
- Proficiency and experience with Microsoft Word, Excel, PowerPoint, and Outlook.
- Working knowledge of *The Municipalities Act*, RVCL Bylaws, resolutions, and contracts.
- An equivalent combination of relevant experience and training will be considered.

Required Skill

- Strong Interpersonal and people skills
- Ability to lead and manage people
- Analytical skills
- Problem solving
- Exercise of judgement
- Multitasking ability – time management
- Computer proficiency
- Keyboard and data entry skills

ADDITIONAL NOTES:**Location:**

The Resort Village of Candle Lake, Saskatchewan's largest and fastest growing resort community, is seeking an Emergency Measures Coordinator. The municipality has over 2,000 properties throughout numerous subdivisions that stretch over 18 kms along the shores of Candle Lake. Candle Lake's permanent population of approximately 1,200 residents swells to over 6,000 during the summer months.

Position:

This position is a "paid-on call position" based on an average of 10 hours monthly plus additional approved hours paid at the RVCL "Paid on Call" hourly rate. The EMC supports support for each member of the Management Team and works closely with all members of administration team and community volunteers. The incumbent must excel in balancing competing demands for time and attention in a public service organization operating in a high-performance, deadline-oriented work environment.

PRIMARY DUTIES:

- Maintains and coordinates records of all the proceedings of Emergency Management.
- Maintains and updates emergency management plans and coordinates at least one annual exercise.
- Proactively plans and prepares for predictable emergency events (Wildfires, Floods, Wind events, Power outages).
- Works collaboratively with EMO committee, SPSA, and Council are aware of areas of risk, communicates significant events and training opportunities to the committee.
- In consultation with the Chief Administrative Officer, prepares and submits the annual operating plan and operation and capital budgets to Council for review and approval.
- Delivers emergency management programs, projects, services or activities identified in the annual operating plan, subject to the Chief Administrative Officer's approval.
- Maintain the Emergency Operations Center, making recommendations to the CAO for needed improvements, and ensuring EOC members are properly trained, and understand their roles in an emergency.
- Periodically reviews bylaws, plans, agreements, programs, and activities and submits recommendation to the CAO and to the Emergency Management Committee.
- Identifies the requirement for change, develop and implement new procedures consistent with organizational policies and direction.
- Work's collaboratively with Regional EMO partners to identify shared emergency planning opportunities and assess shared hazards for effective mitigation and preparedness.
- Participates in ongoing professional development and training to maintain current knowledge of emergency management practices, legislative requirements, and community preparedness strategies.
- Plans, organizes, and delivers training sessions for municipal staff, volunteers, and Emergency Operations Centre (EOC) members to ensure readiness, understanding of roles, and compliance with the Resort Village's Emergency Management Plan.

OTHER DUTIES

- Carry out other duties and responsibilities that the CAO may assign from time to time.

REVIEWED BY:Emergency Services Manager &
CAO**DATE:**

10/22/2025

Approved by:

Chief Administrative Officer

Date:

10/22/2025