



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Emergency Planning Specialist</b>
<b>Status:</b>	Temporary Full-Time (anticipated end date December 31, 2027)
<b>Work Area:</b>	Public Safety – Emergency Management
<b>Posting Date:</b>	June 16, 2026
<b>Closing Date:</b>	June 30, 2026

## GENERAL SUMMARY

Under the supervision of the Emergency Program Manager, the Emergency Planning Specialist will play a key role in the development, enhancement, and implementation of emergency management plans, procedures, and supporting documentation. Working closely with internal departments, external partners, and consulting resources, the successful candidate will provide technical expertise, facilitate planning discussions, participate in emergency plan updates and contribute to strategic emergency planning initiatives across the organization.

## MAIN DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Works collaboratively with the District's emergency management consultant in the delivery and enhancement of emergency planning initiatives.
- Provides technical expertise and operational input into the updating of the District's Comprehensive Emergency Management Plan, including participating in the development of the All-Hazard Plan, Community Risk Assessment and Evacuation Plan.
- Assists with the development, review, and updates of Emergency Operations Centre (EOC) procedures, guidelines, checklists, one-page reference documents, and supporting operational documentation.
- Coordinates, facilitates, and participates in emergency planning meetings involving District departments, partner agencies, external stakeholders, and consultants.
- Provides recommendations and feedback from an operational and local government perspective throughout the emergency planning and document development process.
- Conducts research and apply current emergency management standards, legislation, and best practices relevant to British Columbia local government emergency management.
- Assists with project coordination, timelines, tracking, and implementation of emergency planning deliverables.
- Supports relationship-building and collaboration with internal and external emergency management partners.
- Participates in emergency response activities, Emergency Operations Centre activations, training, exercises, and related emergency management initiatives as required.
- Prepares reports, briefing materials, presentations, and other communication materials related to emergency management planning initiatives.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong understanding of emergency management principles, legislation, and practices within British Columbia.
- Sound knowledge of BC Emergency and Disaster Management Act, and their implications for local authorities.
- Knowledge of natural and technological hazards in southwestern British Columbia.
- Knowledge of recent emergency event history in Squamish and the Sea-to-Sky Corridor.
- Excellent written communication and document development skills.
- Strong facilitation, presentation, and public speaking skills.
- Advanced computer skills in Microsoft Office and ability to work with and learn computer systems including MS Sharepoint.
- Strong organizational and project coordination abilities including the capacity to balance multiple priorities and deadlines.
- Ability to work independently with limited supervision while maintaining effective communication with leadership and project stakeholders.
- A high degree of self-motivation and interest in taking initiative.
- An aptitude for working collaboratively as part of a team, with strong interpersonal skills.



# SQUAMISH

HARDWIRED *for* ADVENTURE

- Sound judgment, critical thinking, and problem-solving abilities.
- Demonstrated ability to develop emergency plans, standard operating procedures (SOPs), guidelines, and related operational documentation.
- Ability to use the Geographic Information System (GIS).

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Minimum three (3) years of experience in emergency management, preferably within a local government or public sector environment.
- Degree or diploma in emergency management, public administration, planning, or a related field; or an equivalent combination of education and experience. Local government experience is an asset.
- ICS 100 and ICS 200 certification.
- Emergency Operations Centre (EOC) training and/or experience required.
- Valid Class 5 BC Driver's Licence.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:30am to 5:00pm, fortnight schedule.

**Salary:** \$42.56 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #26-57** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*