

# WE'RE HIRING



COMPETITION #: 04-2021  
CLOSING DATE: June 25, 2021

## Safety & Emergency Management Coordinator

### ABOUT THE TOWN OF FOX CREEK

Fox Creek is a citizen-focused vibrant and sustainable community, embracing diversified economic partnerships and prides itself on small-town family values. The Municipality of Fox Creek is a vibrant and bustling hotbed of economic activity in the heart of the Duvernay. Known mainly for its bountiful wilderness, Fox Creek showcases the very best of the surrounding forests, lakes and wildlife, making it the perfect location for enjoying the outdoors. Fox Creek combines a serene wilderness experience, with small-town hospitality, first-class amenities, and a reliable service centre for the active oil and gas industry surrounding the community. Fox Creek is a great place to call home.

### POSTION SUMMARY

The role of the Safety and Emergency Management Coordinator is to assist in the development, coordination, and delivery of programs and services in relation to the Town of Fox Creek's Health and Safety and Emergency Management Programs.

### RESPONSIBILITIES

May be required to adhere to processes and policies in support of Municipal goals and legislative requirements.

- Assist in the development, administration and maintenance in the provision of emergency management and health and safety programs to ensure the Town of Fox Creek is following regulatory requirements
- Identify and provide risk assessments, recommendations and resolve related concerns establish new plans, practices and procedures as required; review modify and enforce existing plans based on regulatory requirements and lessons and learned
- Communicate effectively with the public, supervisors and coworkers
- Develop and facilitate training programs to ensure all parties are competent in implementing program requirements
- Monitor changes in regulations, codes and standards and be able to provide advice on such changes to others on related or potential impacts
- Prepare reports on program status and findings
- Act as a subject matter expert and provide support and interpretation of applicable standards, regulatory requirements and procedures
- Assist in the preparation of Health and Safety and Emergency Management budgets
- Other duties as assigned

### QUALIFICATIONS

#### Minimum Requirements

- Post secondary education in a relevant field, or relevant work experience
- Clean Criminal Record Check
- Acceptable Driver's Abstract
- Proficiency in Microsoft Applications

#### Additional Requirements

- Applicable certifications related to the responsibilities outlined
- A valid Class 5 Driver's License
- Build, foster, and sustain a positive public image

### POSITION TYPE

Permanent Full Time  
35hrs/week



### HOURS OF WORK

Monday to Thursday  
8:00am—4:30pm  
Friday  
8:00am—1:00pm  
Some evenings and weekends as required



### APPLY TODAY!

Please submit your resume and cover letter to either of the below addresses.

**EMAIL:** employment@foxcreek.ca

**SUBJECT:** Competition # 04-2021

#### MAIL OR IN-PERSON:

Attention Human Resources  
PERSONAL & CONFIDENTIAL

Town of Fox Creek  
102 Kaybob Drive  
PO Box 149  
Fox Creek, AB T0H1P0

*We thank all applicants for their interest.  
However, only candidates invited for  
interviews will be contacted.*