

<b>Position Title:</b>	Emergency Response Manager
<b>Hierarchical Dependence:</b>	Health & Safety Director
<b>Functional Dependence:</b>	Health & Safety Director
<b>Location:</b>	Fort St John
<b>Position Summary:</b>	
<p>Reporting to the Peace River Hydro Partners (PRHP) Director of Health &amp; Safety, the Emergency Response Manager is accountable for leading, developing, implementing and updating emergency response, fire safety plans, occupational first aid procedures and leading the Emergency Response team.</p> <p>The Emergency Response Manager is responsible to monitor the implementation and compliance with legislated health and safety regulations, polices and standards and ensure readiness for emergency response and preparedness for the surface and underground operations on the project.</p>	
<b>Job Description:</b>	
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develop concept notes, proposals and oversee the implementation and financial management of emergency-related projects (potentially includes development and/or revision of budgets, staffing plans, reporting, mentoring and evaluation, accountability, etc.</li> <li>• Coordinate disaster response/crisis management plans with designated HSE Manager.</li> <li>• Establish the Incident Command System process for activation in the event of an emergency</li> <li>• Train senior management on their roles in Emergency Response situations</li> <li>• Develop emergency response and fire safety plans and risk assessments in coordination with Emergency Management Supervisor and Health and Safety Director.</li> <li>• Maintain a high level of readiness and fitness for all ER team members.</li> <li>• Co-ordinate and implement operational guidelines and training sessions</li> <li>• Lead, perform and participate in practice drills as required and established by the frequencies outlined in the Emergency Response Plans.</li> <li>• Co-ordinate site medical personnel, equipment, facilities, vehicles and emergency response staff accountabilities.</li> <li>• Supervise equipment and personnel for medical, emergency rescue and rescue boat operations</li> <li>• Inspect and maintain firefighting, fire safety and rescue equipment including OFA 3 medical kits, fire apparatus, rescue equipment, hand tools and wildfire response trailers.</li> <li>• Promote emergency preparedness on the project through informative tool box talks, providing operational advice and lead training sessions</li> <li>• Provide emergency response de-brief reports and training summaries to the Health &amp; Safety Director</li> <li>• Oversee project planning schedule and ensure appropriate resources are available to ensure operational readiness of emergency response teams.</li> <li>• Other duties as assigned by Health &amp; Safety Director</li> </ul> <p><b>Knowledge skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Must be an adept communicator, willing to share experience and knowledge, capable of mentoring and leading junior team members using a collaborative and flexible approach</li> <li>• Excellent understanding of Federal and Provincial regulations and other regulatory authorities with respect to operations</li> <li>• Excellent understanding of emergency response tactics and applications with the ability to identify the proper approach to any Emergency Project with complex and diverse variables</li> <li>• Excellent team player, cooperative approach at all levels, strong relationship building capabilities and ability to treat peers at all levels with respect</li> <li>• Adept at strategic thinking, able to look for solutions outside the box, strong</li> </ul>	



<p>analytical and problem-solving skills</p> <ul style="list-style-type: none"> <li>• Strong written and communication skills, fluency in English a must, other language abilities desirable</li> <li>• Excellent team building, interpersonal and organizational skills</li> <li>• Excellent group presentation skills</li> <li>• Demonstrated ability to work under stressful conditions</li> </ul>
<p><b>Experience and Qualifications:</b></p> <ul style="list-style-type: none"> <li>• National Fire Protection Association (NFPA) Standard 1001-Level II</li> <li>• Standard First Aid with Automatic External Defibrillator (AED) certification</li> <li>• Incident Command System I-200 certificate</li> <li>• Valid Class 4 Drivers License</li> <li>• Minimum of 3 years' experience as a full time or part-time Emergency Response Team leader</li> <li>• Minimum of 3 years' experience Hazardous Materials Response</li> <li>• Previous experience in chemical handling, transferring, and waste management, etc.</li> <li>• Previous experience with the assessment of industrial services and a keen understanding of working at heights, confined space, rescue etc.</li> <li>• Previous experience on a heavy civil construction project required</li> <li>• Experience on dam or tunnel construction projects experience an asset</li> </ul>

**DISCLAIMER AND SIGNATURE**

I have reviewed this job description and I understand all my job duties and responsibilities. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

PRHP Representative Signature:	(PRINT NAME) (SIGNATURE)	Date (YY/MM/DD):
Employee Signature:	(PRINT NAME) (SIGNATURE)	Date (YY/MM/DD):