



<b>POSITION TITLE:</b>	Manager of Protective Services
<b>REVISION DATE:</b>	April 2, 2024
<b>REPORTS TO:</b>	Director of Corporate Services
<b>DIRECT REPORTS:</b>	N/A
<b>POSITION SUMMARY:</b>	Under the direction of the Director of Corporate Services, the Manager of Protective Services is responsible for management of the Emergency Management Office for the Municipality, acts as Municipal EMO Coordinator, and is the main liaison for fire departments, RCMP, and East Hants Ground Search and Rescue.

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TASK NO.	DESCRIPTION
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*Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.*

## JOB DUTIES & RESPONSIBILITIES

### 1. Management Responsibilities (5%)

- 1.1. Day-to-Day Operations** - Ensure all activities performed within the Protective Services Section of the Department are managed in accordance with the MGA (*Municipal Government Act*), municipal policies and any other applicable legislation.
- 1.2. Financial Administration** - Assist with the preparation of the operational budget, approve expenditures, and report on budgets during the year. Ensure expenditures are within budget according to financial guidelines.

### 2. Emergency Management Operations (40%)

- 2.1. Emergency Management Coordinator** - Undertake the role of Emergency Management Coordinator for the municipality, acting as the liaison for EMO NS and other relevant agencies.
- 2.2. Emergency Preparedness Plan** - Develop and maintain the Municipality's Emergency Preparedness Plan.
- 2.3. Intergovernmental Liaison** - Engagement with government agencies, neighbouring municipalities and First Nations communities.
- 2.4. EMO Planning Committee** - Provide support and direction to the Emergency Management Committee in the planning and facilitation of EMO Planning Committee meetings.
- 2.5. EMO Staffing & Training** - Make recommendations to the CAO regarding municipal EMO staffing and ensure appropriate training for all staff involved.

**2.6. EMO Community Preparedness** - Planning, project management and policy development for climate action, disaster risk reduction and resilience.

**2.7. Business Continuity** - Support the organization in business continuity planning.

### **3. Community Outreach and Agency Support (40%)**

**3.1. Seniors Safety** - Work with the RCMP and other community organizations to provide East Hants seniors with programs to support and enhance their safety and wellbeing.

**3.2. Fire Departments** - Principal municipal contact for the 14 fire departments operating in East Hants. Provide support with on-going activities and long-range planning relative to fire services, including budgetary, training, and insurance activities.

**3.3. Policing** - Principal municipal contact to manage the relationship with the East Hants RCMP and the Department of Justice.

**3.4. Special Hazards Response Unit (SHRU)** - Manage MOU and relationship with SHRU.

**3.5. East Hants Ground Search & Rescue (GSAR)** - Manage relationship with EH GSAR and provide support and guidance as needed.

### **4. Animal Control (5%)**

**4.1. SPCA Contract Administration** - manage contract with the Nova Scotia Society for the Prevention of Cruelty to Animals (SPCA) to provide dog control services for the municipality.

**4.2. Operations** - administer inquiries and escalated issues (e.g, orders for euthanizing).

**4.3. Fences & Arbitration** - administer inquiries and escalate issues to the Fences & Arbitration Committee.

### **5. Administrative (10%)**

**5.1. Records Management** - Maintain appropriate correspondence and records in accordance with municipal policy.

**5.2. Report Preparation** - Prepare reports for the Director, Police Advisory Committee, CAO, and Council on protective services matters, including conducting research and field investigations pertinent to these issues.

**5.3. Occupational Health & Safety** - Support Occupational Health and Safety Committee efforts within the Municipality.

**5.4. Bylaw Enforcement Support** - Provide advice and support to the bylaw enforcement function as required.

**5.5. Other Related Duties** - Perform other related duties as requested by the Director.

## **REQUIRED QUALIFICATIONS AND TRAINING**

### **Education and Experience**

- A diploma in EMO or Enforcement is required;
- A Bachelor's Degree in a related field is considered an asset;
- A Minimum five (5) years related experience with one (1) year experience in a supervisor/management role is required. Experience in a municipal environment is preferred;

- An equivalent combination of education and experience will be given consideration.

***Knowledge, Skills, Abilities***

- Must possess well developed interpersonal, public relations, presentation and technical writing skills;
- Must be able to facilitate, negotiate and resolve conflict;
- Must have strong problem-solving skills;
- Must be able to interpret by-laws and relevant provincial legislation;
- Must be able to work in a high pressure, deadline-orientated environment and be able to manage multiple projects and tasks effectively;
- The ability to use various computer word processing, database and mapping packages is considered an asset;
- Must have a valid Class V driver's license and access to a vehicle.

***Working Environment***

- This position qualifies for overtime pay and this position may be required to attend some evening meetings such as Council and Community meetings;
- This position works in an environment with the potential for conflict, especially with members of the public.

***I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.***

<b><i>Employee's Signature</i></b>	<b><i>Employee's Name (print)</i></b>	<b><i>Date:</i></b>
<b><i>Director's Signature</i></b>	<b><i>Director's Name (print)</i></b>	<b><i>Date:</i></b>
<b><i>CAO's Signature</i></b>	<b><i>CAO's Name (print)</i></b>	<b><i>Date:</i></b>