

INFORMATION AND NOTICES



Emergency Management Clerk



Reporting to the Director of Public Safety, the Emergency Management Clerk is responsible for disaster response planning, relationship building and networking with other organizations.

Duties & Responsibilities:

- Maintain and annually update the M.D. of Bonnyville Emergency Management Plan (EMP).
- Research and recommend best practices to M.D. residents with respect to emergency preparedness.
- Organize and execute training opportunities within the ICS and related frameworks for M.D. Staff.
- Organize and assist in executing an annual table-top exercise focused on testing the responsiveness of the EMP.
- Organize and maintain a repository of manuals, documents, and necessary equipment for the EMP.
- Update and maintain contact manuals for agencies, partners, and personnel referenced in the EMP.
- Update and maintain the administrative filing system for EMP including all partner agreements, bylaws, and so on.
- Prepare, disseminate, and collate all documentation pertaining to the Emergency Management Agency and the Emergency Management Advisory Committee.
- Maintain a detailed working knowledge of the geography of the M.D., and conduct ongoing risk assessments on potential hazards, e.g. standing deadfall, flood plains, etc.
- This position may be utilized on a part time administrative basis in support of the Public Safety Department.

Qualifications:

- A minimum of two (2) year Diploma, Certificate, or undergraduate degree in Disaster or Emergency Management from an accredited technical institution or University.
- Combination of education and experience may be considered.
- Valid First Aid/CPR certificate.
- Experience working with the Alberta Emergency Management Agency (AEMA).
- Experience working within the Incident Command System (ICS) framework.
- Computer proficiency with Microsoft Office.
- Criminal record check/Enhanced Reliability screening will be required.
- Strong public relations, time management, and interpersonal communication skills.
- Strong organizational and networking abilities.

Please visit <http://md.bonnyville.ab.ca/jobs.aspx> for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources

Postal Bag 1010

Bonnyville, Alberta T9N 2J7

Fax: 780- 826-4524

Email: hr@md.bonnyville.ab.ca

Closing Date for Applications: Jan 14, 2022



Emergency Communication Centre 911 Dispatcher (1 - Full Time Position) (3 - Casual Positions)

- Looking for a rewarding career?
- Want that career to make a difference in someone's life?
- Want to work with cutting edge technology?
- Want to have a sense of accomplishment at the end of your work day?

Then become a Team Player at the Bonnyville Emergency Communication Centre.

For this entry level position we are looking for a quick learning, multi-tasker with the ability to organize and prioritize in a fast paced environment. Must be confident to work alone or as a team player.

Qualification requirements:

- Grade 12 education or GED equivalency;
- Emergency Fire Dispatcher certification;
- Microsoft office suite, fast typing skills and radio communication skills;
- Current First Aid and Level C CPR;
- Be able to provide a vulnerable sector criminal records check;
- Have good stress management skills;
- French language would be beneficial;
- Flexible to work short notice;
- 12 hour shifts (Day/Night);
- Preference will be given to candidates with EFD Certification;
- On the job training is provided and will be coached and mentored.

Deadline for applications is January 7, 2022.

Please send resume to: **Bonnyville Regional Fire Authority
Box 6827, Bonnyville, AB T9N 2H3
Or via email to info@brfa.ca**



Waste Services Labourer

The Municipal District of Bonnyville No. 87 invites applications for the position of **Waste Services Labourer**. The successful candidate will report to the Manager of Waste Services.

Duties & Responsibilities:

- Perform basic manual labour tasks including, but not limited to, litter control, carcass removal from M.D. roadways, pumping water, fixing gates, doors, lighting, dumpsters, waste transfer bins, performing hydraulic oil collection, cleaning spaces and/or equipment, painting, grass/weed trimming, snow removal, etc.
- Operate a motor vehicle (with and without a trailer in tow)
- Handle, lift, and transport agricultural, oilfield and household waste
- Perform daily safety assessments on sites and equipment
- Perform site inspections and report findings to manager
- Supervise and liaise with non-profit groups through the Roadside Cleanup Program
- Maintain positive personnel relations with other staff and contractors
- Learn and understand the Landfill Operator duties and responsibilities
- Assist with grain bag rolling operations and other agriculture plastics handling
- Assist with used oil, mattress, electronics, and paint recycling programs
- Read and follow safety manual instructions – Safe Work Practices
- Participate in all safety training courses as directed by Management
- Obey all traffic rules and regulations while operating Municipal equipment
- Wear personal protective equipment wherever necessary
- Adhere to the M.D. of Bonnyville's Health and Safety program and all other required employee policies

Qualifications:

- High School diploma preferred
- Valid Class 5 Driver's License in good standing
- A safe and responsible attitude in dealing with equipment and tools
- The ability to work as part of a team or with minimal supervision
- Good verbal communication skills

Please visit <http://md.bonnyville.ab.ca/jobs.aspx> for a full job description.

All interested applicants are invited to submit their resume, in confidence to:

Municipal District of Bonnyville No. 87

Attn: Human Resources • Postal Bag 1010

Bonnyville, Alberta T9N 2J7 • Fax: (780) 826-4524

Email: hr@md.bonnyville.ab.ca • Closing Date for Applications: January 7, 2022