



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20260723_EPO
POSITION TITLE:	EMERGENCY PROGRAM OFFICER
DEPARTMENT:	EMERGENCY PROGRAM
POSITION TYPE:	FULL-TIME REGULAR EXEMPT POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
HOURS OF WORK:	Monday – Friday between 8am – 5pm; 35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City has an exciting opportunity for a motivated, self-starting and energetic individual to join our team as the **FULL TIME REGULAR EMERGENCY PROGRAM OFFICER**. This is an exempt, non-management position that is excluded from the bargaining unit. The ideal candidate has directly related experience in a local government or public sector environment.

NATURE AND SCOPE OF WORK

Reporting to the Chief Administrative Officer, the Emergency Program Officer is responsible for the overall development, leadership, management, coordination, and administration of the City of Colwood's Emergency Program. The position ensures the development, implementation, and continuous improvement of emergency management strategies, plans, and operations across the mitigation, preparedness, response, and recovery phases, and makes recommendations and implements adopted changes on behalf of the City, to ensure compliance with provincial legislation and Council priorities.

The Emergency Program Officer provides direct oversight of emergency planning, Emergency Operations Centre (EOC) readiness and activations, manages the Emergency Support Services (ESS) volunteers and public education programs, leads inter-agency coordination, and emergency management funding initiatives, including the FireSmart program. The role is accountable for advancing community resilience and organizational readiness and requires availability outside regular working hours during emergencies and other activities related to emergency preparedness.





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Additionally, as a leader within the City of Colwood team and workplace community, the Emergency Program Officer models, promotes, and ensures adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at www.colwood.ca/careers

MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Post-secondary degree in Emergency Management, Public Administration, Fire Services, or a related discipline, or an equivalent combination of education and experience.
- Minimum of seven (7) years of progressively responsible experience in emergency management, public safety, or a related field deemed to be a transferable skill/experience area, including leadership experience.
- Training in Incident Command System (ICS) and Emergency Operations Centre (EOC) operations (e.g., ICS 300, EOC Essentials), or the ability to obtain and maintain such training.
- Satisfactory Police Information Check for the vulnerable sector.
- Ability to work outside regular business hours, including during emergency activations and response efforts.

**an equivalent combination of relevant education and relevant experience may be considered.*

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Valid British Columbia Class 5 Driver's License with an acceptable driver's abstract.

POSITION COMPENSATION:

The **recruitment range** for this position is \$98,653.26 (range minimum) to \$116,062.65 (range midpoint) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer will be within the **recruitment range** and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team. Please note that the full pay range extends to \$133,472.05 (range maximum) per annum.





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- Applicants are to submit a complete application package which includes a cover letter, resume, and a listing of all personal education, training, and experience relevant to the position.
- All application packages must reference **Posting ID# COC20260723_EPO** and are to be submitted to Human Resources on behalf of the Chief Administrative Officer via careers@colwood.ca.

This posting closes at 4:30pm on **Wednesday, August 5, 2026.**

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

