



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/01

Emergency Preparedness Coordinator (Eastern Region)

Job ID 95721-en_US-7095

Web Address

https://careers.indigenous.link/viewjob?jobname=95721-en_US-7095

Company TC Energy

Location Bolton, ON

Date Posted From: 2022-01-25 To: 2050-01-01

Job Type: Full-time Category: Resource Sector

Description

Emergency Preparedness Coordinator (Eastern Region) Reference Code: 95721 Location: Canada (CA) - Bolton, ON; Montreal, QC; Winnipeg, MB

Job Category: Health, Safety, Environment

Employment Type: Employee Full-time

Relocation Eligibility: This position is eligible for our domestic relocation program

Application Deadline: 02/07/2022 We all need energy, it warms our homes, cooks our food, gives us light, and gets us where we need to go. It also improves our quality of life in countless other ways. TC Energy's job is to deliver that energy to millions of people who depend on it across North America. And we take our job very seriously.

Guided by our values of safety, integrity, responsibility and collaboration, we develop and operate our facilities safely, reliably and with care for our impact on the environment. With our presence across the continent, our people play an active role in building strong communities.

We're proud of how our hard work and commitment sets us apart and benefits society, every day. We're looking for new team members who share our values and commitment.

The Opportunity

Reporting to the Director of field operations, the Emergency Preparedness Coordinator (EPC) is responsible for implementing the Emergency Management (EM) Program requirements and meeting the business needs in their assigned field operational Region(s) and/or facilities. The field EPC role is also a part of a larger corporate-wide structure that provides emergency response expertise across the entire corporation. The program contains elements of emergency preparedness and response and business continuity that are driven by regulatory compliance and best practice program requirements. Our team faces one objective: Ensure the safety of our employees and the communities in which we operate. With your intrinsic drive and passion for emergency management, this may be the role for you.

What you'll do

- Field level implementation of TC Energy's Corporate Emergency Management Program
- Establish and coordinates a localized Emergency Preparedness Team (EPT) that will promote emergency management awareness and ensure their area of accountability complies with the requirements of the EM Program
- Collaborate with corporate Emergency Management Specialists and other Emergency Preparedness Coordinators to ensure consistent and effective EM Program implementation actions are being achieved in all Business Groups across Canada, the United States and Mexico
- Assume the lead role in organizing annual emergency response field exercises, tabletop exercises and business continuity exercises
- Complete annual updates and inventories for your area of accountability including Emergency Response Plans, First Responder Kits, Incident Command Post kits, Learning Plan Reviews, etc.
- Maintain Regional Emergency Operations Centers (REOCs) within your area of accountability.
- Maintain and train field employees on the use of the Everbridge notification system
- Actively contribute in the maintenance of Business Unit risk registries and work with the corporate EM Team to ensure Hazard Barrier Indexes (HBIs) are maintained
- Maintain existing Mutual Aid Agreements, identify the need for additional partnerships and lead author the creation of new Mutual Aid Agreements as required
- Actively engage in community outreach and first responder activities, and partner with community first responders in the planning and execution of annual field exercises
- Maintain current Business Continuity plans for your area of accountability, including but not limited to, a Business Impact Analysis (BIA), and Business Resumption and Disaster Recovery Plans as needed
- Identify EM risks and work with your EM and Business Unit peers to mitigate them and imbed preventative program improvement measures
- Facilitate and complete all post-emergency and exercise debriefings, improvement planning and documentation requirements. Use documented information to provide program development feedback to Corporate EM Team
- Establish and Maintain BU-specific EM vendor contracts as required
- Conduct training events for field staff (i.e. annual First Responder training) and develop and execute plans to deliver other BU-specific annual EM training events (i.e. qualified individual exercises and field drill weeks where required)
- Be an active member of the corporate Incident Management Assistance Team (IMAT) and your respective Regional Incident Management Team (IMT), with the ability to effectively perform any ICS role and coach an overall Incident Command Post, providing emergency response support as required within your area of accountability and across the company
- Regularly roll-up Regional and Facility EM metrics into the corporate tracker

Minimum Qualifications

- Successful completion of a 4-year OHS related university program
- 6 years of relevant experience in an emergency preparedness and response role in public sector Emergency Management, Fire Service, Law Enforcement, or Military OR in the private sector energy industry
- Senior level experience and qualifications in emergency management, including extensive success in a Command and/or General Staff Role on an incident response and coaching an overall Incident

Command Post

- Effective organization and time management skills with the ability to plan, organize, prioritize and execute activities
- Experience managing a project or program over two or more years that required strategic planning, prioritizing, budgeting, supervision, report writing and problem solving
- Ability to think big picture and get into the details of a task
- Experience managing multiple components of a program with the ability to independently apply departmental policies
- Strong customer service and client relations background
- Exceptional interpersonal and communication skills, verbal and written

Preferred Qualifications

- Degree or qualification in Emergency Management or other applicable discipline such as Public Safety, Project Management, Environmental Science, etc.
- Experience and/or understanding of pipelines and oil/gas facilities
- Incident Command System certification (i.e. 100, 200, 300 or higher, as well as role specific such as Incident Commander, Planning Section Chief, etc.)
- Ability to manage diverse issues while away from a traditional office setting.
- Ability to manage conflict and use tact and diplomacy
- Experience working closely with or in an emergency services agency

This position requires candidates to:

- Have and maintain a valid driver's license and provide a driver's abstract (record) for review
- Have a valid Passport and ability to travel Internationally
- Regular travel to other company locations for temporary assignments, meetings or training will be required (This may involve some overnight stays away from home base) up to 50% of the time

About our business

TC Energy is a leading energy infrastructure company in North America. We have three complementary businesses of natural gas pipelines, liquids (oil) pipelines, and power generation. Our operations span three countries, seven Canadian provinces, and 34 U.S. states. Apply now! Apply to this posting by 02/07/2022 using reference code 95721. You must apply through our jobs system at jobs.tcenergy.com. Only applications submitted through our system will be acknowledged. Applications may be submitted using a mobile device or a desktop / laptop computer. TC Energy is an equal opportunity employer. Learn more Visit us at TCEnergy.com and connect with us on our social media channels for our latest news, employee stories, community activities, and other updates. Thank you for choosing TC Energy in your career search. * Depending on qualifications, the successful candidate may be offered a position at a more appropriate level and/or ladder. * Applicants must have legal authorization to work in the country in which the position is based with no restrictions. * All positions require background screening. Some require criminal and/or credit checks to comply with regulations. * TC Energy is committed to provide employment opportunities to all qualified individuals, without regard to race, religion, age, sex, color, national origin, sexual orientation, gender identity, veteran status, or disability. Accommodation for applicants with disabilities is available on request during the recruitment process. Applicants with disabilities can request accessible formats or communication supports by contacting careers@tcenergy.com.

For more information, visit [TC Energy for Emergency Preparedness Coordinator \(Eastern Region\)](#)