

**Position Profile**

**Beaver Emergency  
Services Commission (BESC)**



**Regional Emergency Manager**

## Background

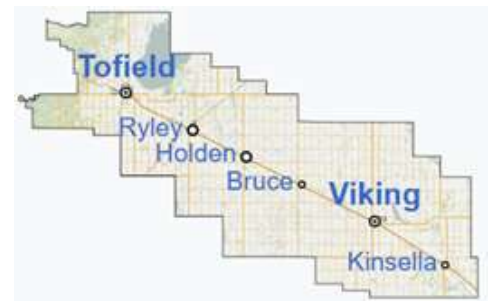
[Beaver Emergency Services Commission \(BESC\)](#) was established in 2010 as a regional municipal partnership to function as an independent commission to, operate, control and perform all fire service duties and responsibilities under the Emergency Management Act for the entirety of [Beaver County](#).

Incorporated in 1958, Beaver County is located in central Alberta, just 30 minutes east of Edmonton. Beaver County starts in Beaver Hills Cooking Lake Moraine and extends to the east approximately 120 km. Population for Beaver County inclusive of all municipalities is approximately 10,000. The economy is influenced by acreage development on the west side, mixed farming in the center and east side, and oil and gas development. There also exists some unique Ag-Tourism, cultural and natural attractions.



The Administration office for BESC is currently located in Viking, Alberta, and there are plans to move to Holden, Alberta in the new Fire Hall under construction. BESC manages the operations for six (6) Fire Stations throughout Beaver County. The fleet consists of 8 pumpers, 4 tankers, 7 brush trucks, 2 rescue units, 3 utility vehicles and 2 quads. Collectively, they respond to more than 300 calls annually. Each fire department operation is managed by a District Fire Chief and many dedicated volunteer firefighters.

- Fire Station #1 – Town of Tofield
- Fire Station #2 – Village of Ryley
- Fire Station #3 – Village of Holden
- Fire Station #4 – Hamlet of Bruce
- Fire Station #5 – Town of Viking
- Fire Station #6 – Hamlet of Kinsella



The board has 7 members with representation from each municipality, Beaver County 3 members, Town of Tofield 1, Village of Ryley 1, Village of Holden 1 and Town of Viking 1.

### Guiding documents:

- [Bylaws and Regulations](#)
- [Policies](#)
- [Financial Information](#)

## The Opportunity

Reporting to the Board of Directors of the Beaver Emergency Services Commission, the Regional Emergency Manager (REM) will collaborate with the Board on the implementation and delivery of approved strategic and operational direction. The Administration team supporting the REM consists of a 1 FTE (.6 office administrator / .4 Director Emergency Management), .8 FTE Executive Assistant, .6 FTE Administrative Assistant, and a contracted bookkeeper.

## The Ideal Candidate

The Regional Emergency Manager will ideally have had some exposure or experience in emergency services but more importantly, have strong administrative management skills and experience leading an organization under a multi-member governance model. Preferably, they have direct experience in or associated with the municipal sector. They demonstrate the ability to align organizational priorities with the Board's vision while ensuring transparency and accountability. The individual excels in financial stewardship, long-term planning, and service delivery optimization, balancing fiscal responsibility with community needs. Strong interpersonal and communication skills are essential. The REM must be able to build trust with the Board, staff, regional CAOs, District Fire Chiefs, and the public. The candidate is adaptable and forward-thinking, resourceful in terms of exploring and pursuing Grant funding opportunities. Above all, they demonstrate integrity, sound judgment, and a commitment to fostering a positive culture that supports both employees and the broader community.



## Roles and Responsibilities

### ***Administrative and Fiscal Leadership***

- Clear and open communication, and cultivating a positive and supportive work environment with the BESC administration team.
- Prepare reports, manage budgets for equipment/supplies, and oversee grant applications for emergency funding.
- Oversight of records management.
- Oversight of Fire Hall purchase orders and procurement to ensure fiscal efficiency and best practices.
- Oversight of OH&S programs and adherence to Fire and Safety legislation.
- Advise the Board on policy, governance, annual operating and capital requisition as a part of the budgetary process.
- Provide administrative support and reporting to the Board.

- Manage all mutual emergency service agreement(s).
- Developing and maintaining a functional working relationship with member municipality Chief Administrative Officers and District Fire Chiefs.

### ***Emergency Planning and Mitigation***

- Develop and maintain regional emergency management plans, hazard vulnerability assessments, and standard operating procedures (SOPs).
- Oversee Emergency Management Agency coordination, training, and exercises.
- Familiarity with [Fire Underwriter's Survey](#) and [National Fire Protection Association \(NFPA\) codes and standards](#).

### ***Response Coordination***

- Activate and manage or oversee the Regional Emergency Operations Center (EOC) during disasters, coordinating resources with municipal, provincial/state, and potentially federal agencies.

### ***Preparedness and Training***

- Organize emergency response training, exercises, and workshops for staff and community partners to ensure readiness.
- Ensuring resources are available for the development and or maintenance of training minimums for new recruit fire fighters in respect to Fire Hall service levels in conjunction with District Fire Chiefs.
- Review the Asset Management policy bi-annually to ensure its ongoing sustainability.



### ***Collaboration and Communication***

- Build partnerships with community leaders, fire, police, and health services; provide updates and public safety information.

## **Qualifications**

- Post-secondary education in business management, public administration, or related field.
- 8+ years of progressive organizational leadership experience.
- Experience in emergency services, fire or municipal sector preferred.
- ICS 300 certification or eligibility to complete this certification (for Disaster and Emergency Management 'DEM' responsibilities).
- Strong financial planning and policy expertise.
- Experience working for and with a Board, Commission or Council preferred.
- Valid driver's license and satisfactory record checks.

## Compliance

Valid Alberta Drivers License. Final candidates for this position will be required to complete and obtain clear Criminal Record and Credit checks and may be required to provide a driver's abstract.

## Equal Opportunity

BESC is committed to equity, diversity and inclusion and welcomes applications from all qualified individuals.

## Compensation and Benefits

Annual salary will be commensurate with experience, education and qualifications. The successful candidate will be eligible to participate in Local Administrators Pension Plan (LAPP) and group benefits plan.

## To apply: Submit a cover letter and resume in confidence to:

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Client Partner

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Website: [www.humanedgeglobal.com](http://www.humanedgeglobal.com)

