

EMERGENCY MANAGEMENT COORDINATOR

NATURE OF WORK

Performs specialized professional work coordinating the City's emergency preparedness, mitigation, response and recovery efforts. Duties involve managing the citywide safety program of all departments under the jurisdiction of the City Manager, thus insuring compliance with safety/environmental regulatory mandates. Serves as the Incident Safety Officer during fire and EMS operations and as the Hazardous Materials Coordinator for the Fire & EMS Department. Work is performed under the general supervision of the Fire Chief.

EXAMPLES OF WORK

- Serves as the City's Emergency Management Coordinator and is directly responsible for the City's emergency preparedness, mitigation, response and recovery efforts.
- Examines, tests, and updates the City's Emergency Operations Plan annually.
- Conducts other training drills on a regular basis.
- Coordinates with integral emergency services organizations and assures the development and maintenance of appropriate emergency response capabilities.
- Develops and maintains a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. Educates key staff in use of the EOC.
- Ensures compliance with all Federal, State, and local emergency management mandates.
- Manages the homeland security grants program and other related grant projects.
- Attends emergency management updates and other related training.
- Serves on various committees including, but not limited to, the LEPC.
- Plans, budgets, implements, manages, and monitors City-wide safety administration, including safety programs and activities, work practices, work environments, rules and procedures, equipment inspections and tests; process hazards; VOSH, OSHA and other safety/environmental mandates; training requirements; OSHA logs; and conducts audits of independent contractor safety policy compliance.
- Ensures that all City departments and facilities are safe and in compliance with safety mandates, including the Americans with Disabilities Act (ADA).
- Serves as the chairman of the quarterly, City-wide safety committee meetings and implements needed policy for safety programs. Prepares and maintains related meeting minutes.
- Informs the Fire Chief of progress and/or problem areas. When encountering unresolved safety issues within the fire & EMS department, informs the City Manager of such.
- Reports safety violations to the supervisor of the employee involved, and cites the employee for safety violations when necessary. Keeps supervision informed of problems and trends in safety and environmental protection.
- Manages and instructs required training in safety and environmental mandates, and, when possible, allows employee training to be conducted on an "in-house" basis.
- Coordinates accident/injury follow-up with the Human Resources Department.
- Responds to structure fires, and upon arrival, serves as Incident Safety Officer. Ensures safe operations by monitoring all components of the scene. Monitors adherence to the 2-in/2-out standard. Works under the supervision of the Incident Commander; however, the employee has the duty to immediately intervene when unsafe acts are about to be committed.

- Responds to mass-casualty incidents, hazardous materials incidents, and other large-scale emergencies. Upon arrival, serves as the Emergency Management Coordinator in these instances.
- Serves as the fire & EMS department's Hazardous Materials Coordinator. Supervises and delegates work to deputy hazardous materials coordinators.
- Works closely with the Deputy Fire Chief in developing employee safety training.
- Maintains the City's fire extinguishers and performs annual servicing of fire extinguishers.
- Conducts required spirometry testing and respirator fit testing of personnel.
- Performs other duties as assigned by the Fire Chief.

MINIMUM QUALIFICATIONS OF WORK

- Firefighter II certification and Hazardous Materials Operations and Technician.
- Graduation from a four-year accredited college or university with a bachelor's degree in Emergency Management or related field.
- Ability to prioritize assignments and multi-task projects.
- Thorough knowledge of emergency management practices, the incident management system, and a working knowledge of the Virginia Department of Emergency Management and federal/state resources.
- Thorough knowledge of the geography of the City, including the location of important buildings and special areas requiring special disaster mitigation and planning.
- Thorough knowledge of OSHA, VOSH, and other related safety mandates and safety practices.
- Ability to work closely with industrial management, local public safety officials, state and federal emergency management agencies, and the media to develop and implement emergency action plans.
- Ability to plan and instruct effective in-service training and staff development programs.
- Ability to analyze and monitor City jobs and recommend/implement safety guidelines.
- Ability to express ideas effectively, orally and in writing.
- Ability to use a computer for general office applications including word processing, spreadsheets, audiovisual presentations, and databases.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

SPECIAL REQUIREMENTS

- Possession of appropriate driver's license valid in the Commonwealth of Virginia.
- Certification in an approved Emergency Vehicle Operator Course (EVOC).
- Bachelors Degree within 48 months of appointment.
- Fire Officer I within 12 months of appointment.
- Fire Instructor 1 within 12 months of appointment.
- Fire Officer II within 18 months of appointment.
- Completion of FEMA's Emergency Management Institute – Professional Development Series within 12 months of appointment.
- Must reside within 25 road miles of the City limits.
- Hazardous Materials Technician within 48 months of appointment.