

## CITY OF HEMET

Class Code: 2810

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Date Adopted: 10/1989

Date Reinstated: 12/12/2006

### **EMERGENCY SERVICES COORDINATOR**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under limited supervision, develops and maintains a City program that provides for emergency services covering hazards analysis, mitigation, planning, preparation, response and recovery; performs related duties as required.

#### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Develops and maintains program objectives; coordinates and participates in the preparation of progress reports and other material required for assistance from other agencies in emergency management activities; develops, coordinates, and reviews comprehensive City emergency and disaster preparedness plans; manages overall emergency programs for the community.

Provides necessary counsel and assistance on civil defense and emergency matters to public agencies, businesses, schools, the general public, and other groups; participates in Emergency Services Council meetings.

Investigates hazardous materials or waste spills or illegal dumping of hazardous waste; coordinates response efforts with other agencies during major disasters and hazardous materials incidents.

Assesses and coordinates training activities related to hazardous materials and disaster preparedness programs for all City personnel; ensures readiness of response facilities, supplies, and equipment for disaster and hazardous materials incidents.

Meets with local government officials to urge cooperation in emergency operations.

Develops and maintains hazardous materials and Hazardous Waste Management program; develops county-wide response system to coordinate mitigation efforts designed to eliminate or at least reduce the impact of potential hazards and disasters; reviews, interprets, and enforces laws, regulations, and directives pertaining to disaster and hazardous materials response and mitigation.

Tests emergency plans regularly in conjunction with the appropriate City, County, State, and Federal officials; predicted on outcome of such tests, modifies or fine-tunes plans as necessary.

Performs other duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of objectives, policies, and regulations pertaining to emergency management programs and problems; civil defense organization, objectives, project planning and requirements; principles and practices of public administration; effective office management and supervisory methods. Skill in establishing and maintaining effective working relationships with governmental officials at many levels, and interested individuals; presenting ideas clearly and concisely, both orally and in writing. Ability to plan, organize, and coordinate programs of interrelated activities, analyze emergency management programs, problems, and needs and make appropriate recommendations.

### **QUALIFICATIONS GUIDELINES**

#### **Education and/or Experience:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of an AA curriculum in Fire Science, Public Administration, or related field, six years experience in public safety, emergency management, or closely related work, including two years supervisory experience.

### **CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS**

Possession of, or ability to obtain, a valid Class C California driver's license and maintain a satisfactory driving record.

Certification as Emergency Program Manager by the Emergency Management Institute (FEMA) is desirable.