ASHEVILLE, NORTH CAROLINA

Classification Specification

Emergency Management Specialist
Job Code: 2060
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to assist with coordination of and reporting requirements for the preparation for, response to, and recovery from hazard incidents or other natural or man-made disasters or emergencies.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates program and contract requirements for hazardous materials regional response: ensures compliance with local, state and federal rules, regulations and standards concerning hazardous materials incidents and regional response contract; collects, maintains, analyzes and interprets data; tracks funding and expenditures; identifies and schedules training; maintains program records and documentation; and prepares and submits required reports and documentation.

Maintains inventory of hazardous incident response equipment: monitors equipment use and function; sends equipment to vendors for calibration and maintenance; conducts research and gathers quotes for equipment purchases; and maintains required records and documentation.

Serves as liaison to and participates in various City, local, regional, and state hazardous materials and incident

response committees: provides information, guidance, and technical expertise regarding hazardous materials management plans, inventory records, emergency planning, reporting requirements, risk management requirements, credentialing, and related issues.

Assists with emergency management planning and training activities: contributes to the development of emergency plans; researches risks and makes recommendations; assists with planning, implementing, and evaluating emergency and disaster drills, exercises and training; and assists with the coordination of emergency response and disaster recovery efforts across various groups, business, agencies, and other personnel.

Participates in other department activities: conducts fire life safety education programs and makes related presentations; and reviews special event applications to ensure supporting documents meet the public safety requirements.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures regarding hazardous materials and incident response; maintains an awareness of new equipment, procedures, trends and advances in hazardous materials and incident response; and attends training and certification classes, workshops, and seminars as appropriate.

Communicates with supervisor, other City employees, vendors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, incident reports, invoices, receipts, equipment reports, reimbursement reports, cost reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Emergency Management, Fire Science, Biological Science, or a related field required; supplemented by three years of experience in emergency planning, hazardous materials and incident planning and response; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain the following additional certifications: Hazardous Materials Responder Technician, Fire Inspector II, Incident Command System 100, 200, 300, 400, 700, and 800, All Hazard Incident Management, and Emergency Management Certificate.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.