

TITLE: Deputy EMA Director

FD-EMS/27

DEPARTMENT: Fire-EMS, Fayette County

JOB SUMMARY: This position is responsible for assisting in coordinating county-wide emergency management activities in preparedness, mitigation, response, and recovery operations.

MAJOR DUTIES:

- o Assists EMA Director in mitigation, preparedness, response, and recovery for all disasters and significant incidents.
- o Coordinates efforts to maintain compliance with the National Incident Management System; instructs NIMS for county employees and members of other outside agencies (PD, SO, BOC, BOE).
- o Performs as the Public Information Officer as required.
- o Assists EMA Director and County Administration in grant management by conducting studies, developing statistics and completing applications. Maintains records of all grants for the purpose of grant audits in accordance with established policies and procedures.
- o Assists in coordinating the response of the American Red Cross and faith based organizations for affected citizens after a fire or other disaster.
- o Performs as Logistics Officer or Manager of the Emergency Operations Center during activations or training exercises.
- o Responds to significant incidents and emergency scenes to provide support within the scope of certifications.
- o Assists Fire and EMS educators in meeting regulatory requirements by conducting core competency evaluations of Fire and EMT – Basic and EMT – Intermediate personnel.
- o Assists Fire and EMS in instructing certification courses.
- o Assists in conducting the Fire Safety Education Program for students in county schools.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of local emergency management.
- o Knowledge of the local, state, and federal emergency management system procedures, guidelines, and compliance issues.
- o Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
- o Knowledge of county government policies and procedures.
- o Knowledge of county geography, streets, roads, and buildings.
- o Knowledge of relevant training standards.
- o Skill in the use of specialized hazardous materials databases and modeling software for mitigation, preparedness, response, and recovery purposes.
- o Skill in supervising and participating in the response to emergency scenes.
- o Skill in the operation of job related vehicles, equipment, and tools.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Skill in public and interpersonal realtions.
- o Skill in oral and written communications.

SUPERVISORY CONTROLS: The Emergency Management Director assigns work in terms of very general instructions. The supervisor spot-checks completed work

GUIDELINES: Guidelines include federal and state laws, county standard operating procedures, the emergency operations plans, and pre-hazard mitigation plans. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and emergency management duties. Balancing day-to-day concerns with emergency requirements contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in coordinating the county's emergency management program. Success in this position contributes to the safety and well-being of all county residents.

PERSONAL CONTACTS: Contacts are typically with co-workers, state and federal employees, representatives of businesses with large industrial facilities, plant managers, industrial safety managers, members of the news media, faith based organizations, health care providers, law enforcement personnel, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

PHYSICAL DEMANDS: The work is performed while intermittently sitting, standing, bending, crouching, climbing stairs, stooping all while dressed in work uniform or wearing PPE and could be carrying additional equipment. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases or pathogens, irritating chemicals, and occasional hot, cold, or inclement weather. This position is subject to recall and may require duties performed outside of normal business hours.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work. A high school diploma as required. In addition, an Associates degree from an accredited college in the field of Fire Science, EMS Technology, Emergency Management or other related course of study is required.
- o A minimum of three years experience with a recognized career fire department preferred.
- o Possession of a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Meet current requirements set forth by the National Professional Qualifications System as a Firefighter 2 and meet the firefighter certification requirements as required by Georgia Firefighter Standards and Training Council is preferred.
- o Possession of State of Georgia EMT or Paramedic license preferred.
- o Possession of or ability to obtain certification as Basic Emergency Manager Certification as recognized by GEMA within 2 years.