



EMA Director & Captain Fire & EMS

FIRE-EMS/7 - 793

JOB SUMMARY

This position is responsible for directing county-wide emergency management activities in preparedness, Mitigation, response, and recovery operations.

MAJOR DUTIES

1. Serves as Director for the Fayette County Emergency Management Agency; directs Homeland Security functions.
2. Directs and coordinates the Emergency Operation Center readiness, activation, coordination, and supervision.
3. Maintains emergency management compliance for Fayette County and various municipalities.
4. Serves as Public Information Officer and Public Affairs Officer.
5. Writes and maintains the countywide Emergency Operations Plan.
6. Performs countywide community threat/risk assessments.
7. Coordinates damage assessments after disasters and prepares reports for elected officials and state and federal agencies.
8. Conducts disaster exercises.
9. Administers the process for submitting federal and state reimbursement claims for county costs during and after declared disasters.
10. Develops cost estimates and makes budget projections for the Emergency Management Program.
11. Coordinates training programs and emergency operations drills to prepare department heads for quick and effective emergency response.
12. Develops and implements pre-disaster mitigation strategies and planning.
13. Responds to Emergency Services to provide support for operations.
14. Represents the county on various external and internal task forces and committees.
15. Coordinates the activities of the Local Emergency Planning Committee.
16. Coordinates with county and outside agencies for environmental response, clean-up, cost recovery, and documentation of hazardous materials incidents.
17. Responds to emergency scenes and performs the duties of a Firefighter and Paramedic.
18. Researches, reviews, and responds to environmental assessment requests from the public and engineering firms.
19. Oversees and coordinates the Faith Based Disaster Network volunteer program.
20. Responds to after-hours emergencies.
21. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of local emergency management.
2. Knowledge of local, state, and federal emergency management and system procedures, guidelines, and compliance issues.
3. Knowledge of current federal, state, and local laws, administrative rules, standards, guidelines, and ordinances.
4. Knowledge of county and department policies and procedures.
5. Knowledge of management and supervisory principles and practices.
6. Knowledge of county geography, streets, roads, and buildings.
7. Knowledge of relevant training standards.
8. Skill in the use of specialized hazardous materials databases and modeling software for mitigation, preparedness, response, and recovery purposes.
9. Skill in coordinating mitigation, preparedness, response, and recovery operations.
10. Skill in supervising the response to emergency scenes.
11. Skill in the operation of job-related vehicles, equipment, and tools.

12. Skill in planning, directing, and supervising the work of subordinate personnel.

SUPERVISORY CONTROLS

The Deputy Chief of Fire EMS assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Stafford Act, the Super Fund Reauthorization Act, National Incident Management System guidelines, federal emergency management disaster response publications, the National Response Plan, Georgia Emergency Management Agency Operations Plans, medical protocols, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, and emergency management duties. Strict and frequently changing regulations contribute to the complexity of the position.
- The purpose of this position is to direct the county's emergency management program. Success in this position contributes to the safety and well-being of county residents.

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, health care providers, law enforcement personnel, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 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 including medical patients, climbs ladders up to 100+ feet in height, and uses tools or equipment requiring a high degree of dexterity.
- 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. The work requires the use of personal protective equipment (PPE) such as non-air supplied respirator/masks, goggles, gloves, and all protective clothing associated with Fire and EMS operations. This position is subject to recall and may require duties performed outside of normal business hours.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Lieutenant – Fire & Life Safety Educator (1) and other assigned personnel during disaster and non-disaster situations.

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

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to an Associate's degree from an accredited college in the field of Fire Science, EMS Technology, or other related course of study. A Bachelor's Degree is preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, and a minimum of five years experience with a recognized career fire department. Two years experience as a Lieutenant with Fayette County Fire & EMS. Years of experience can run concurrently.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- Meet current requirements set forth by the National Fire Protection Association as a Firefighter 2 and Fire Officer 2 and meet the Georgia Firefighter Standards and Training Act.
- Certification as a Paramedic from the National Registry of EMTs and licensure as a paramedic from the Georgia Department of Human Resources.
- Ability to obtain Certified Emergency Manager designation by the state of Georgia.