



## CITY OF MESQUITE

### JOB DESCRIPTION

**JOB TITLE:** Emergency Management Coordinator

**JOB NO:** PM067212

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

#### **GENERAL SUMMARY**

Coordinate and manage the emergency preparedness program for the City of Mesquite; maintain the Basic Emergency Plan and annexes to meet and conform with federal, state and local laws; serve as the Mesquite coordinator for the Regional Disaster Resource Assistance Plan; coordinate emergency management and other assigned activities with City departments and personnel, outside agencies and the general public.

#### **SUPERVISION**

General supervision is provided by the Fire Chief.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Participate in the development and implementation of emergency management goals, objectives and priorities.
3. Coordinate local emergency planning, emergency preparedness programs and provide information and training to the general public, city officials, city staff, schools, medical facilities, civic groups and other outside agencies.
4. Update and maintain the Master Emergency Operations Plan (MEOP); review policies and programs to ensure conformance with federal, state and local laws.
5. Ensure the establishment and maintenance of an Emergency Operations Center (EOC), including: operational readiness of weather radar monitoring capability in the EOC; operational readiness of radio, telephone and computer access in the EOC; be responsible for maintenance of MEOP, supplies, directories, call list, reference material, etc in the EOC.
6. Maintain an up to date survey of existing personnel, equipment, supplies and services that could be used during an emergency.
7. Ability to communicate and make presentations to all levels of city management and community leaders.
8. Coordinate the development and execution of a public information program to keep all residents informed as to the disaster preparedness activities of the City, and of the actions which would be expected of residents if local plans were implemented; develop and conduct comprehensive emergency preparedness planning assistance and public information programs with schools, private industry and interested citizens groups.

9. Respond to and assist with emergency management activities in the EOC or Emergency Communication Center as required by the Fire Chief; assist in the EOC on a 24 hour basis, when needed.
10. Design, coordinate and assist in directing annual emergency drills for the City; establish interdepartmental committees to participate in planning and implementation of drills; coordinate with outside agencies and private industry in exercise planning and participation.
11. Prepare and/or assist in the development/revisions of mutual aid, automatic aid, memorandums of understanding, and city ordinances concerning emergency management.
12. Direct and participate in emergency preparedness training programs; obtain membership, attend meetings and participate in approved professional associations; keep informed of relevant new innovations, laws and procedures and attend instructional classes and seminars for Emergency Management.
13. Recommend placement of additional emergency warning sirens; be responsible for maintenance and testing of the emergency warning system; write specifications for equipment when necessary.
14. Act as grant administrator for the Fire Department, responsible for grant applications, communications with grantor, adherence to grant conditions and status reporting.
15. Maintain records of Texas Tier II Reports of all facilities, businesses, or agencies where hazardous chemicals are used, stored, produced, handled or maintained; distribute information to other divisions of Fire Department.
16. Identify opportunities for improving work methods and procedures; review with appropriate management staff; implement improvements.
17. Maintain resource library of pertinent reference materials.
18. Draft and submit monthly and annual activity reports as required by agencies at the local, county, state and federal levels.
19. Prepare annual division budget.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Use department computer equipment to review records, make presentations, inquire about activities and input various data; set up computer programs and maintain files.
2. Serve as Department liaison with private and volunteer agencies (LEPC, Red Cross, Salvation Army, RACES, etc) regarding emergency management activities.
3. Perform other duties as assigned by the the Fire Chief.

#### **MINIMUM JOB REQUIREMENTS**

##### **EDUCATION**

Bachelor's degree in Emergency Management or related field.

## **EXPERIENCE**

Three years professional level emergency management or related experience in municipal or state government is preferred.

Professional level work experience may substitute for bachelor degree requirement. One year of professional level work experience may be substituted for each year of required education, up to a maximum substitution of four years. A High School Diploma or GED is required when substituting professional level work experience for the Bachelor degree requirement.

## **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

Obtain a current Defensive Driving Certificate within two years of employment as a condition of continued employment.

Obtain Instructors Certification by successfully completing a Methods of Teaching Course at the time instruction is provided by the Department.

Obtain a Federal Communication Commission general class amateur radio license and maintain membership in the Mesquite Radio Amateur Civil Emergency Service (RACES) within one year of employment as a condition of continued employment.

Participate in the Professional Development Series administered by the State Department of Public Safety, Governor's Division of Emergency Management, online or at the time the Department provides instruction.

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Federal, state and local laws, codes and regulations, particularly with regard to emergency preparedness planning

Incident command systems and the four phases of Emergency Management (mitigation, preparedness, response and recovery)

National Response Plan and the National Incident Management System

Fire Department procedures and terminology including those for Emergency Medical Services

The geography of the City of Mesquite and surrounding areas

Areas of the City, which have the potential to become extremely dangerous under emergency conditions

Basic meteorology and storm spotting techniques

Emergency Management Principles

Geographical Information Systems

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Safe work practices and procedures

Principles and procedures of record keeping

Approved procedures and policies for hazardous or toxic materials storage, transport and clean-up

Business letter writing and report preparation

Computer presentations

**Skill in:**

Using personal computers, related equipment and software.

Coordinating and negotiating with various disciplines within the city, county, state, federal and private industries

**Ability to:**

Work under stress and use good judgment.

Tactfully respond to requests and inquiries from the general public.  
Allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise reports.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Effectively deal with personal danger that may include both natural and/or manmade disasters, possibly involving chemical, biological and radiological agents.

Pass a medical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *operating assigned equipment*
- *assessing the situation at an incident scene*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting, standing and walking for extended periods of time*
- *bending, squatting, kneeling, balancing and working in temperature extremes and hazardous weather conditions*
- *occasionally lifting and carrying objects weighing up to 24 lbs.*

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Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: March 2005**