

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Emergency Management Officer II		
<b>Job Code:</b>	PR1500	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	610	<b>Date Reviewed:</b>	07/09/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Develops and reviews emergency operation plans, procedures, incident action plans, situation reports and damage assessment reports. Assists in Emergency Operations Center activities, including emergency responses to multi alarm fire, severe weather, flooding or utility and power outages; reports to emergency scenes, as needed; provides leadership and guidance to Emergency Management Officer I position; and performs the more complex functions of emergency management.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Evaluates public facilities and assists in developing effective emergency operations plans; monitors facilities; and ensures compliance with applicable hazardous materials and chemical storage laws and regulations.
2. Participates in Emergency Operations Center activities including, but not limited to, emergency responses to multi-alarm fires, severe weather, flooding, utility outages, evacuations and hazardous materials or chemical spills.
3. Works closely with the Fire Prevention Bureau, hazardous materials squads and other groups to develop and maintain plans for responding to emergencies. Assists Fire Marshals with inspections of facilities that store and/or use hazardous chemicals or materials; and ensures compliance with established fire codes.
4. Develops and conducts emergency drills, tabletop exercises, functional and full scale exercises with multiple departments, regional, city and county agencies, community partners, private sector, state and federal agencies to prepare for emergencies and disasters.
5. Plans and conducts meetings with Fort Worth hospitals to enhance the efficiency and effectiveness of preparedness and response to public health emergencies.
6. Prepares and presents public awareness programs to the public, civic groups, medical facilities, schools and various private organizations; and encourages the development of emergency plans.
7. Participates in developing procedures and emergency response plans for public schools and hospitals and public and private agencies and organizations.

8. Reviews and updates emergency operations plans; coordinates resources with various divisions, departments and City or County officials; and discusses issues related to emergency preparedness, response, recovery and mitigation.
9. Responds to public inquiries; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
10. Serves as the liaison with various environmental and hazardous materials organizations. Utilizes their assistance at various emergency scenes as needed.
11. Maintains computerized information relevant to hazardous materials reporting, emergency management activities and various other emergency response functions.
12. Serves as Emergency Management Duty Officer on a rotating 24/7 basis. Maintains availability to respond to emergency scenes or activate the Emergency Operations Center.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Basic operations, services and activities of an emergency management program.
- Methods and techniques of emergency response as related to multi-alarm fires, severe weather, flooding or utility and power outages.
- Principles and practices of emergency preparedness and response.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.
- National Incident Management System and Incident Command System.
- Emergency Operations Plan.
- Local laws and regulations pertaining to Emergency Management, Homeland Security and Mass Casualty Incidents.
- Weapons of mass destruction.
- Public health and Centers for Disease Control.
- Emergency Operations Center protocols and procedures.
- Homeland Security Exercise and Evaluation Program.
- Hospital Preparedness Programs guidelines.
- Joint Commission Emergency Management Standard for hospitals and health facilities.
- Amateur Radio communications.

- **Skill in:**

- Computers and applicable software.
- Interpersonal relations.
- Project management.
- Organization and time management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Assist in the development and implementation of emergency operations plans.
- Prepare and present public awareness programs and encourage the development of emergency plans.
- Evaluate public facilities and assist in developing effective emergency operations plans.
- Ensure compliance with applicable hazardous materials and chemical storage laws and regulations.
- Evaluate hazardous material spills and recommend appropriate actions.
- Interpret, explain and enforce department policies and procedures.
- Provide technical assistance to various City departments in planning for emergency situations.
- Plan, conduct and evaluate emergency preparedness exercises.
- Provide technical assistance to various City departments in planning for emergency situations.
- Participate in and complete the Federal Emergency Management Agency Professional Development Series courses within one year of employment.
- Respond to requests and inquiries from the general public.
- Understand and follow oral and written instructions.
- Participate in and complete the Federal Emergency Management Agency Professional Development Series courses with one year of employment.
- Work independently in the absence of supervision.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in chemistry or equivalent knowledge of and experience with hazardous materials or major course work in emergency planning, public administration or a related field and two years of increasingly responsible emergency management or response experience, including work with hazardous chemicals or materials.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Possession of, or ability to obtain, an appropriate, valid technician level amateur radio license within six months of employment.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.