

## EMA Technician

### Nature of Work

This is responsible part time work assisting with the coordination of emergency management and homeland security activities for Sevier County government. The incumbent is responsible for assisting with the coordination of activities of emergency response agencies and maintaining a state of readiness to adequately respond to emergencies occurring within their jurisdiction. Additional responsibilities include assisting with the daily operations of the office of Emergency Management, answering emergency calls and assisting with activities in the Emergency Operations Center and the delivery of educational programs pertaining to emergency management when required. The incumbent is also expected to respond to all public emergencies. Job related duties require knowledge of public emergency regulations and procedures promulgated by the Stafford Act, SARA Title III, OSHA 1910, TEMA and FEMA and educational programs pertaining to public safety awareness, experience working in disaster preparedness or closely related field and good organizational, interpersonal and decision making skills. Job performance is evaluated by the Emergency Management Director through review of the state of emergency preparedness, level of assistance provided for emergency preparedness activities and functions, relationships with county directors, local officials, and emergency response agencies, and organizational and decision making skills.

### Illustrative Examples of Work

- Assists with developing and maintaining an Emergency Operations Plan in coordination with various city and county agencies to effectively maintain a state of readiness for public emergencies.
- Assists with evaluating the capacity of local emergency response agencies and local government to respond to various public emergencies.
- Assists with ensuring compliance with the National Incident Management System (NIMS) including the submission of all required reports.
- Assists with coordinating the daily operations of the office of Emergency Management.
- Assists with coordinating the Local Emergency Planning committee meetings.
- Assists with the development of protocols for the Hazardous Operations Team.
- Responds to public emergencies occurring in Sevier County and/or local municipalities on a 24/7 basis.
- Assists with providing safety-training programs for local agencies and organizations.
- Assists with maintaining the county Emergency Operation Center as well as activities of the EOC during emergencies.
- Disseminates safety awareness and emergency response information to the public, schools, etc.
- Interacts and maintains effective relationships with local officials to in an effort to coordinate the activities of emergency response agencies.
- Maintains data and related documentation pertaining to emergency response activities and assists with the preparation of periodic reports when required.

- Attends workshops and other safety education programs to obtain current emergency response information and interact with state and regional emergency response officials.
- Assists with ensuring departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Assists with ensuring adherence to established safety procedures and the use of safety equipment to ensure the safety of employees and other individuals when necessary.
- Assists with the planning and coordination of activities associated with mitigation, preparation for, response to, and recovery from any disaster or emergency affecting the health, safety and welfare of citizens, including natural disasters, flooding, water accidents, airplane crashes, train wrecks, major transportation accidents, major fires, tornados, earthquakes, Chemical Biological, Nuclear, or Explosive (CBRNE), civil uprisings, lost person searches, homeland security or other situations.
- Assists with compiling data and researching and applying for appropriate grant funding for emergency management related activities.
- Assists with the preparation and monitoring of the departmental budget.
- Assists with the coordination and utilization of computer and peripheral hardware, GIS mapping technology, network operations, crisis information management software, emergency operation databases and other technology resources in conjunction with county technology personnel in order to effectively deploy such tools as needed in the fulfillment of departmental objectives.
- Attends various meetings, serves on committees and presentations as needed.
- Maintains a basic knowledge of laws, regulations, and guidelines pertaining to emergency management programs and homeland security; maintains an awareness of new practices, equipment, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Assists with ensuring compliance with applicable laws and regulations including the Stafford Act, SARA Title III, OSHA 1910, and TCA laws pertaining to Emergency Management activities.
- Maintains certifications and training as required in the performance of the duties and responsibilities of the office and acquires additional training as offered by TEMA, Homeland Security or other entities.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited High School; supplemented by at least 2 years previous experience in related field and/or training that includes progressively responsible emergency operations, disaster planning, public safety, hazardous materials operations, personnel management and public relations; successful completion of FEMA's Emergency Management Institute's Professional Development Series training and the National Incident Management System (NIMS) training to include IS100, IS200, IS700, and IS800; successful completion of all state or federally mandated training pertaining to position; good organizational, interpersonal and decision making skills; or any equivalent combination of education, training, and/or experience to provide the following knowledge, abilities and skills:

- Knowledge of the Emergency Operations Plan including all established emergency response procedures and protocols.
- Knowledge of the National Incident Management System including all operational procedures and reporting requirements.
- Knowledge of public emergency response procedures and regulations as established by FEMA and TEMA.
- Knowledge of federal and state laws and regulations including the Stafford Act, SARA Title III, OSHA 1910, and applicable TCA statutes.
- Knowledge of local emergency response agencies and providers and their existing capacity to respond to public emergencies.
- Knowledge of emergency response and safety education programs and materials available for dissemination to the public.
- Knowledge of local and regional infrastructure including rail lines, pipelines, utility corridors and public utility infrastructure.
- Knowledge of grant application techniques and methods including available funding entities, grant requirements, timelines for submission, etc.
- Knowledge of Sevier County and local municipalities' governmental offices and related functions.
- Ability to assist with the coordination of local governmental and volunteer emergency response agencies required to effectively respond to public emergencies.
- Ability to interact effectively with local, state, and regional emergency response officials.
- Ability to ensure compliance with detailed emergency response plans required to maintain an effective state of readiness for public emergencies.
- Ability to conduct effective safety education and emergency response training to public agencies, schools and other civic organizations.
- Ability to develop and maintain detailed reports, data and other documentation in an organized and accessible manner.
- Ability to write clear and concise reports to document emergency response activities and articulate emergency response procedures in consultation with supervisory staff.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the use of motor vehicles and emergency response equipment including personal safety devices, two-way radios, public address systems, etc.

### **Necessary Special Requirements**

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates.
- The incumbent is required to successfully complete all required TEMA and FEMA training programs.
- Must maintain a valid Emergency Medical Technician (EMT) License.

Sevier County Government  
 FLSA – Exempt (Administrative)  
 09/28/2011