Emergency Services Technician

DEFINITION

Under direct supervision, assists with programs and activities relating to the Office of Emergency Services (OES) including planning, response, recovery and mitigation from disasters; performs related work as required.

DISTINGUISHING CHARACTERISTICS

Emergency Services Technician is an extra help position where incumbents work closely with the Emergency Services Coordinator. This position in distinguished from the Emergency Services Coordinator level by limited scope and complexity of professional duties performed.

Emergency Services Technicians do not have the ability to attain permanent employment status with the County of Madera; however, when available, incumbents are encouraged to apply for permanent employment opportunities through established and approved civil service policies.

SUPERVISION EXCERCISED
Exercises no supervision over other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Participates in emergency preparedness activities including to review and update the County's and Sheriff's Department Emergency Plans; recommends modifications to emergency services programs, policies, and procedures as appropriate.

- Compiles statistical information relating to assigned programs and activities; prepares reports required by the State and Federal governments.

- Presents training programs; helps with, develops, implements, and monitors County disaster programs and activities.

- Assists Sheriff's OES Staff with recovery activities following a disaster; performs a variety of assignments related to emergency services responsibilities including record keeping, logistics operations, preparing Sheriff's OES equipment for deployment, computer operations during incidents; conducts a variety of departmental and operational analyses; prepares documents to assist Sheriff's OES Staff with grant writing and fund development activities as required.

OTHER RELATED DUTIES

- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive emergency services program.

- Principles, methods, and techniques used in emergency preparedness and disaster relief.

- Modern office practices, methods, and computer equipment.

- Current information and State and Federal legislation affecting Emergency Services including pertinent Federal, State, and local laws, codes, and regulations.

- Local emergency service planning and requirements.

- Safe driving principles and practices.

Skill to:

- Operate modern office equipment including computer equipment.

- Operate a motor vehicle safely.

Ability to:

- Implement emergency services plans for the local area.

- Research, compile, and collect data and information.

- Analyze situations carefully and recommend effective courses of action.

- Coordinate emergency services planning with other government agencies.

- Prepare clear and accurate reports.

- Effectively represent Emergency Services functions to other County staff, the public, and other government agencies.

- Communicate clearly and concisely, both orally and in writing.

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Training and Experience

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education/Training:

High school diploma or equivalent.

Experience:

Prior experience in emergency service fields such as Law Enforcement, Fire Service, Emergency Medical Services, Search and Rescue, and other Emergency Management Fields.

Licenses, Certificates and Special Conditions:

- Possession of the following current Federal Emergency Management Agency (FEMA) Certificates:
    - IS-100.C (Introduction to the Incident Command System)
    - IS-200.C (Basic Incident Command System for Initial Response)
    - IS-230.D (Fundamentals of Emergency Management)
    - IS-235.C (Emergency Planning)
    - IS-700.B (An Introduction to the National Incident Management System)

- o IS-800.D (National Response Framework, An Introduction)

- Possession of a valid California driver's license and the ability to maintain insurability under the County's vehicle insurance program.

- Possession of, or ability to obtain valid First Aid and CPR/AED certifications.

- Successful completion of a POST-approved background investigation is required, including a review of employment history, criminal conviction record, psychological examination, credit history, use of intoxicants and/or other controlled substances.

- Applicants must pass an evaluation that includes a review of explicit and implicit bias towards race or ethnicity, gender, nationality, religion, disability, or sexual orientation.

Physical and Psychological Demands

The physical and psychological demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee must maintain POST and department physical fitness necessary to perform the job functions with or without accommodation, such as the ability to walk, run, and operate motor vehicles and equipment. The employee must be able to lift, carry, or drag up to 45 pounds.

Specific vision required for this job include 20/70 uncorrected, correctable to 20/30 and normal color vision. Hearing must be within normal range.

Psychological Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with County managers, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work primarily under typical office conditions and as needed in an outdoor environment with exposure to noise and outside weather conditions, biological hazards, and disease/infestations. Work may involve potentially dangerous situations and exposure to disturbing or traumatic events. Work involves situations where an employee may encounter persons who may become physically violent or combative.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work extended hours.

Effective Date: Pending