

City of Fort Worth, Texas Job Description

Classification Title	Emergency Management Officer I		
Job Code:	PR1490	Job Family:	Professional
Pay Grade	608	Date Reviewed:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in the development, implementation, maintenance and modification of emergency operation plans. 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; assists in emergency preparedness exercises; plans, conducts and evaluates exercise; and completes reports.

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. Assists in developing an integrated emergency management system that includes severe weather, chemical and technological hazards, public health, special events and acts of terrorism.
2. 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.
3. Plans and conducts meetings with Fort Worth hospitals to enhance the efficiency and effectiveness of preparedness and response to public health emergencies.
4. Assists in preparing and presenting public awareness programs to the public, civic groups, medical facilities, schools and various private organizations; and encourages the development of emergency plans.
5. Assists in emergency preparedness exercises; plans, conduct and evaluate exercises; and complete reports.
6. 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.
7. Responds to public inquiries; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.

8. 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.
9. Performs other related duties as required.
10. 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.
- 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.

- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in emergency planning, public administration or a related field with no experience required.

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.