



<p>POSITION DESCRIPTION</p> <p>Title of Position: Emergency Management Director/Fire Chief</p> <p>FLSA Status: Exempt</p> <p>County Classification: Professional</p> <p>Salary Grade/Band:</p>	<p style="text-align: right;">10 June 2015</p> <p style="text-align: right;">Reports to: County Commission</p> <p style="text-align: right;">Revised: _____</p> <p style="text-align: right;">Human Resources Initials: _____</p>
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POSITION PROFILE

Under the general supervision of the Duchesne County Commission, the Emergency Management Director shall also serve as the Fire Chief of the Duchesne County Fire Department. The Emergency Management Director shall be responsible for all professional administrative duties relating to planning, organizing, budgeting, staffing, directing, coordinating, communicating, and evaluating, all functions of the department including, but not limited to, providing and updating the County's Emergency Response Plan (ERP), designate an Emergency Operations Center (EOC).

In the role of Fire Chief, the Chief will design fire prevention and suppression activities, aid in ambulance services, provides emergency management, HAZMAT and flood damage reduction within the County.

- GOALS**
- To uphold and implement Duchesne County's Policies and Procedures regarding safety and make recommendations as necessary.
 - To make and carry out decisions that will assist in the prevention of hazard occurrences and minimize the effects of these occurrences when they happen.
 - To ensure safety compliance according to local, state, and federal laws.

- ESSENTIAL FUNCTIONS**
- Ensures compliance with federal and state planning guidelines and regulations.
 - Coordinates response plans with Utah Department of Health as well as other federal, state, and local government entities.
 - Performs all-hazard bioterrorism and emergency planning and coordinate plans with various response agencies, volunteer organizations, businesses and private industries.
 - Communicates with the private sector and public officials from all levels of government during emergency management planning, training, and response and recovery.
 - Makes statements to the media regarding preparedness, response and recovery for an emergency or disaster. Plans, develops, and implements emergency management programs and related initiatives for Duchesne County in accordance with State and National emergency preparedness requirements and standards.
 - Analyzes, develops and coordinates emergency preparedness programs. Establishes liaison with city, county, state, federal and private agencies such as FEMA, State Emergency Management, local emergency

responders, and School Districts.

- Builds relationships with private sector businesses.
- Develops strategic objectives to accomplish emergency management functions. Coordinates periodic drills of emergency plans including, but not limited to, mock disasters, systems failures, toxic chemical releases and evacuations, communication interruptions, activation of the emergency operations center and use of the emergency broadcast system.
- Identifies necessary training, such as National Incident Management System (NIMS), for appropriate community members and County employees. Assists these individuals understand their role in the Incident Command System (ICS) and how it impacts others.
- Procures grants and maintains grant records and training records.
- Schedules meetings and creates agendas, and assists in budgeting procedures.
- Develops a multi-agency approach in the coordination of planning, training and provision of emergency management services. Negotiates inter-local disaster assistance agreements and memorandums of understanding. Catalogs and tracks the availability of resources. Works with FEMA, the American Red Cross, and other community service organizations for post-disaster support and assistance. Coordinates area-wide evacuation plans with fire, police and other agencies. May respond to emergencies as a liaison and observer, communications coordinator, or to assist in resource acquisition. Prepares reports, makes public presentations, and keeps current on disaster management and recovery methods. Emergency Manager, Page 2 of 2 Performs related duties as required
- Develop and revise County safety policies, procedures, guidelines, promotional materials and training programs to ensure conformance with local, State and Federal regulations to reduce accidents and overall costs due to safety problems.
- Review injury reports, accident investigations, and safety grievance reports; develop and review statistics, provide briefings to advise management about potential and emerging safety, occupational health and loss control issues, evaluate overall effectiveness of the safety program.
- Review, evaluate and recommend safety practices to all County Departments.
- Assess and evaluate ergonomic needs for the County.
- Develop and implement guidelines for County Risk Management Team,
- Act as Liaison with Duchesne County Risk Management, Emergency Management and other safety/risk management organizations; coordinate with the County Personnel Department to integrate safety awareness and training programs with the County's overall training program.
- Advise County Departments on equipment purchases and facility changes necessary to implement safety and security goals.
- Assist with completion of necessary statistical reports as requested.
- Compile information, write and submit reports to ensure the County is compliant with all Federal, State and local laws/mandates regarding occupational safety.
- Maintain a high level of confidentiality with discretionary knowledge; and
- Other duties as assigned to meet business needs.

EDUCATION AND EXPERIENCE

- Bachelor's Degree preferred or a combination of education and experience.
- Minimum one (1) year experience in a position responsible for a comprehensive safety and accident prevention program in an organization with a large and diverse employee group.

CERTIFICATIONS

- Must obtain NIMS Compliance Certification and complete necessary courses to keep certification current.

SKILLS/ABILITIES

- Exceptional leadership and interpersonal relations.
- Ability to exercise independent judgment, tact, and sensitivity in emergency or volatile situations.
- Ability to remain calm and logical in fast paced situations to make appropriate decisions and take action.
- Extensive knowledge of safety principles and practices.
- Considerable knowledge of modern principles and techniques of accident prevention and investigation, risk management, and methods of eliminating hazardous conditions.
- Knowledge of laws, codes, regulations, and established policies pertaining to occupational safety and health programs and EPA regulations.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to read, analyze and interpret strategic, management and industry publications, reports, and legal documents.
- Ability to respond to appeals from regulatory agencies, or members of the County and its citizens when required.
- Ability to write and prepare written material in a variety of formats for legal and management purposes.
- Ability to effectively present information to County Commission, Elected Officials, public groups and/or others as deemed appropriate.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of complex non-standardized technical and managerial information with several abstract and concrete variables.

PHYSICAL ABILITY

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work regularly exposes the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset. Many functions of the work pose high degree of hazard uncertainty.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, masks, goggles, and/or gloves.

ADA STATEMENT

Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.