



Coordinator, Emergency Training and Response

SALARY GRADE: 21

PURPOSE OF POSITION: To establish, implement and maintain Emergency Response and Safety programs, policies and procedures for the Public Works Department.

ESSENTIAL FUNCTIONS:

- Create, update and manage the Emergency Response Plan (ERP) for assigned department.
- Update and manage the Continuity of Operations Plan (COOP) for assigned department.
- Program and schedule annual meetings to review and improve the ERP and COOP with department staff.
- Program and schedule annual training events with city staff for mock emergency exercises.
- Develop, monitor, coordinate with department staff the emergency preparedness plan and teams for each hurricane or other weather related emergency event.
- Develop, monitor and manage the Disaster Recovery and Debris Monitoring Agreement contracts.
- Create, update and manage the Public Works Department's Safety Manual and Material Safety Data Sheets (MSDS) with city staff.
- Perform yearly facility safety inspections for all city facilities and provide necessary reports and review with staff for compliance.
- Maintains city wide data base of NIMS and ICS training conducted.
- Program and schedule all safety training, monthly safety meetings, safety committee meetings, and weekly tailgate meetings with staff.
- Review and monitor all department accident reports to determine where more training, improvements on equipment, etc., are needed.
- Interface with Public Works Academy and other educational partners; stay updated on OSHA and ANSI standards and review industry trends so departments meet all new requirements and best practices.
- Update and coordinate site security and facilities for all city facilities with facility management staff.
- City liaison with Sarasota County's Emergency Management Department to coordinate on all safety and emergency response matters as it relates to Public Works.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

JOB BASED COMPETENCIES:

- Knowledge of ANSI, OSHA and Facility Safety Standards.
- Knowledge of NIMS and ICS training for Emergency Response with the ability and training needed to train city staff o all NIMS and ICS training course requirements
- Knowledge of and ability to train staff on the proper safety procedures and appropriate refresher training associated with Public Works and Utilities operations.
- Knowledge of modern office management practices, procedures and equipment.
- Knowledge, ability and certification required to train staff for fork lift training and certification.

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- Knowledge and training for Community Emergency Response Team (CERT).
- Ability to analyze emergency response and safety data, records and reports.
- Ability to prepare reports, policies and procedures.
- Experience with personal computers and popular software packages such as spreadsheets.
- Ability to establish and maintain effective working relationships with other employees, departments and the general public.

PUBLIC CONTACT: Contacts are an essential component of this position. The incumbent interacts frequently with officials and employees of other City and County, and State Departments regarding emergency response management and training. Also interacts frequently with vendors and service companies.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.

SUPERVISION EXERCISED: Non-supervisory positions, but may manage projects.

PHYSICAL REQUIREMENTS: The majority of work is performed in an office environment; however, field work is required for facility and site security and safety inspections and staff training. This position requires no special or unusual physical requirements. Position requires reaching, fingering, talking, and hearing to accurately perceive information at normal spoken word levels. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Manual dexterity to operate standard office, data entry, and work processing equipment is required. All safety precautions will be taken when work requires the use of safety standards.

MINIMUM QUALIFICATIONS:

<p>Coord, Emergency Training & Response</p> <p>Job Code: 13B.27 Salary Grade: 21 FLSA Status: Exempt Union: Non-Represented</p>	<ul style="list-style-type: none">• Associate Degree from an accredited college or university in Public Administration, Industrial Engineering, Business, or a related academic field or High school diploma and 20 years experience. Four years of progressively responsible professional experience in safety administration or risk management, preferably in the public sector, two years experience of which must have been in a supervisory or management capacity; or the equivalent in education, training, and experience that would provide the necessary knowledge, skills and abilities.• Possess and maintain a valid State of Florida Commercial Driver's License (CDL).• Possess and maintain a Florida Associate Emergency Manager certification from Florida Emergency Preparedness Association or ability to obtain within 1 year of employment.
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TRAINING REQUIREMENTS: ICS 100, 200, 300, 400, 500, 600, 700 and IS 800