Date posted: October 22, 2012

## Employment Opportunity

**External Posting**

**Emergency Preparedness Technician**

Part-time

**Job Description**

This position will assist in the mitigation and preparedness functions related to natural, environmental, man-made or other emergencies. This position is responsible for the delivery of City services to community special events and for maintaining and activating the Emergency Operations Center. This position will respond as directed to requests for service at emergency incidents; participate in training concerning emergency operations, practices and response procedures; and attend and participate in monthly meetings and training drills. This position will spend extensive time outside exposed to the elements and requires sustained physical activity.

#### Requirements

This position requires High School diploma and a valid driver's license. Completion of required NIMS courses, first aid and CPR, and basic weather spotter class will be required within one year of hire. Basic computer skills with e-mail, word processing, and spreadsheets are also required. Must possess the ability to effectively communicate and express ideas verbally and in writing. Knowledge of street layout and geography of St. Charles is desirable. Must be able to lift up to 75 pounds and successfully complete a comprehensive medical and physical examination based on the physical requirements described in the position description.

**Salary**

Salary will be $11.33 per hour.

**Application Instructions**

Apply on line **by 4:30 PM on Sunday, November 11, 2012** at [**www.stcharlesil.gov**](http://www.stcharlesil.gov)**.** Complete the employment application. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov.

The City of St. Charles is an Equal Opportunity Employer.