



City of St. Charles Position Description 	Position Title Emergency Preparedness Technician		
	Department Fire	Division EMA	Section
	Full/Part Time Part Time	Union Non-Union	
	Reports to Emergency Preparedness Coordinator	Positions Supervised None	
	FSLA Status Non-Exempt	Salary Grade T	

Position Description Overview

This position, under the general supervision of the Emergency Preparedness Coordinator, shall assist in mitigation and preparedness functions related to natural, environmental, man-made or other emergencies; the delivery of City services to community special events; and 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. May be assigned to the Communications Group; Operations Group; and City Hall Security Detail. Specific duties vary based on group assignment.

- Essential Job Functions**
- Standard*
1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
 2. Adhere to all departmental and City safety policies.
 3. Consistent attendance and punctuality is required.
- Position-Specific*
1. Basic knowledge of emergency operations within the City's Emergency Operations Plan.
 2. Attends all St. Charles employee training and any local, state and national required training, or as set forth by the Emergency Preparedness Coordinator.
 3. Participates in various exercises to measure and improve the city's effectiveness to provide coordinated emergency services and to meet state and federal requirements.
 4. Interact with internal and external stakeholders professionally and courteously at all times.
 5. Interacts and works with citizens, comforts emotionally upset persons, and as necessary, refers persons to agencies providing social services.

When assigned to the Communication Group:

1. Possess a thorough knowledge of equipment and systems in the EOC Operations Room and the ability to operate all effectively.
2. Possess strong customer service skills to professionally assist internal and external stakeholders with their tasks in the EOC Operations Room.
3. Effectively create and deliver reports as needed. This includes documentation, record keeping, and incident logs.
4. The ability to listen as well as speak clearly over a two-way radio, clearly, concisely, and accurately.
5. HAM radio license preferred.
6. Ability to successfully pass the functional requirements of the duty.

When Assigned to the Operations Group:

1. Ability to follow directions accurately from multiple sources (police, fire, EMA, etc.).
2. Ability to handle the broad spectrum of demands emergency callouts present and for the time frames demanded by the callout.
3. Ability to work Special Events and provide assistance with crowd control, directing traffic, or other duties out in the field as needed.
4. Controls, regulates, and directs vehicular and pedestrian traffic using barriers, flares, and hand signals; removes hazards from the roadway.
5. Participates in emergency response activities such as evacuating persons from dangerous areas.
6. Uses both manual and power tools designed for the tasks required in the performance of duties.
7. Knowledge and ability to operate safely the EMA vehicles and equipment.
8. Knowledge of all EMA field assets and their location.
9. Ability to successfully pass the functional requirements of the duty.

When assigned to City Hall Security Detail:

1. Professionally and courteously interact with and assist the stakeholders that use City Hall
2. Know and follow the Security Detail procedure manual
3. Maintain composure and professionalism in difficult situations
4. Ability to successfully pass the functional requirements of the duty

Additional Job Functions
<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Contribute to a positive group environment by: <ul style="list-style-type: none"> • Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources. • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. 2. Perform other duties as required or assigned.
<p><i>Position-Specific</i></p> <p>N/A</p>

Basic Requirements	
For successful performance in this position, the incumbent will need to demonstrate the following:	
Knowledge	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, data base activity, and word processing.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Becomes knowledgeable of City of St. Charles as well as departmental policies, operational guidelines, rules, and regulations. 2. Possesses knowledge of street layout and geography of the City, or the ability to learn it. 3. Working knowledge of computers and radio equipment. 4. Understand basic meteorology.
Skills	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills.
	<p><i>Position-Specific</i></p> <p>N/A</p>
Abilities	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner.

	<ol style="list-style-type: none">2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision.3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.6. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities.7. Ability to speak and communicate clearly in an office environment.8. Ability to speak effectively before members of the public or employees.9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.10. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.11. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.12. Ability to maintain primary residency within the following boundaries within twelve (12) months of employment: St. Charles, Geneva, South Elgin, Batavia, Bartlett, Wayne, West Chicago, or Elburn.13. Possession of a valid driver's license.
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none">1. Ability to follow operational working structure within the organization.2. Ability to complete a severe weather spotter class within one year of hire date.3. Ability to learn methods, materials, and equipment used in Emergency Management.4. Ability to effectively communicate with and educate audiences varying widely in age, interests, objectives, and level of knowledge.5. Ability to attend monthly EMA training and to demonstrate effective use of equipment and apparatus.6. Demonstrates ability to make technical and tactical decisions quickly and calmly under emergency conditions at the site of an incident of any type.7. Ability to deal effectively with the public in difficult work situations.8. Ability to spend extensive time outside exposed to the elements experiencing frequent transitions from hot to cold and from humid to dry atmospheres.

	<ol style="list-style-type: none"> 9. Ability to work for long periods of time, requiring sustained physical effort and intense concentration. 10. Ability to operate a motorized vehicle to transport people or materials. 11. Ability to use a keyboard to enter, retrieve, or transform words or data. 12. Possession of a valid driver's license.
Education & Experience	<ol style="list-style-type: none"> 1. High school diploma or equivalent required. 2. Completion of all required FEMA National Incident Management System (IS-100, IS-200, IS-700, IS-800) courses within one year from date of hire. 3. American Heart Association First Aid and CPR Certified, or the ability to become certified within one year of hire date. 4. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
Physical/ Environmental Demands	<p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, back up alarm on trucks and other equipment, radio-dispatched calls and/or signals, calls for help from a co-worker, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus. <p><i>Position-Specific</i></p> <p>Extensive physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoors environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc., including:</p> <p><u>When assigned to the Communication Group, City Hall Security Detail and the Operations Group:</u></p> <ol style="list-style-type: none"> 1. Physical activity involving standing or walking for extended periods of time. 2. Physical activity involving stooping bending, crouching, crawling, climbing, kneeling, pushing, and pulling. <p><u>When Assigned to the Operations Group:</u></p> <ol style="list-style-type: none"> 3. Physical working conditions which may provide exposure to air contaminates such as dust, fumes, smoke and disagreeable odors. 4. Physical working conditions that may provide exposure to vibration while

	<p>operating a piece of equipment.</p> <ol style="list-style-type: none">5. Physical working conditions that may provide exposure to low levels of illumination and/or awkward working space.6. Physical working conditions that may provide exposure to a variety of grades and elevations.7. Physical activity involving standing unassisted and directing traffic for 4 hours continuously.8. Physical activity involving walking blocks for crowd control.9. Physical activity involving using a shovel to place sand into sandbags.10. Physical activity involving lifting, carrying, moving, and replacing heavy objects, and using heavy tools or equipment weighing up to 62 pounds.11. Able to work effectively in wet, icy, and/or muddy areas.12. Relies on the senses of sight, hearing, smell, and touch to help determine the nature of an emergency; maintains personal, coworker, and citizen safety; and makes critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation.
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Revised 10/19/11

Position Description Acknowledgement

Position Title

Emergency Preparedness Technician

Revised/Updated

9/4/13

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date