

July 14, 2016

**City of St. Charles**  
**Employment Opportunity**  
**External Posting**  
**Emergency Preparedness Technician**  
(Paid-on-call)  
**Fire Department/ Emergency Management Agency**

**This paid-on-call position works a minimum of 6 hours a month for the attendance of bi-monthly meetings and training. Additional hours may be available at the discretion of the EMA Coordinator or as needed depending on events and weather.**

**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**

Attendance at 7:00 PM meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month is required. The ability to respond to emergency call outs 24/7 is required. If employees are working full time elsewhere, there is some flexibility on the expectation to respond during business hours.

This position requires High School diploma and a valid driver's license. Completion of required NIMS courses, first aid and CPR, traffic control, 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. Employees will 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.

**Salary**

Starting pay is \$11.33 per hour.

**Apply on line at [www.stcharlesil.gov/jobs](http://www.stcharlesil.gov/jobs). This position will remain posted until filled.**

Please complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov). If you are unable to apply online, or for other assistance, please contact 630-377-4446.

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