

# Northumberland County

## CLASSIFICATION DESCRIPTION

**Job Title:** Operations and Training Officer/Deputy Coordinator  
**Department:** Public Safety/Office of Emergency Management  
**Reports to:** Emergency Management Coordinator  
**FLSA Status:** Non-Exempt  
**Preparation Date:** February 2008

**General Summary:** Three years of experience in the development, coordination or promotion of emergency-related programs in disaster relief, public safety, emergency management or related emergency services in government, industry, education or the military; and 2 year of experience in employee training or teaching. Must a self-motivated person not afraid to work under stress; the job requires the officer to be decisive and a communicator and be available on call twenty-four hours a day. As the operations and training officer you interface with first responders and private industry in training and disaster planning. You will work side by side with state, local and federal officials, assist industry, municipalities and local emergency planning committees with compliance efforts under Emergency Management guidelines; prepare contingency and off-site response plans, prepare and implement training schedules, compile data for various reports, records and invoicing, coordinating and assisting with direction of communities to promote emergency response readiness. You will report to the Emergency Management Coordinator.

Northumberland County is a NIMS complaint County; the person filling this position must have knowledge in the national incident command system and provide documentation of the required training to fulfill this obligation.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In accordance with ACT 165, prepare SARA title III billing invoices and collect fees for chemical: compile TIER information on hazardous materials at various facilities; assist facilities with disaster and emergency response planning, meet with private industry representatives to gather information for contingency and off-site response plans, compile information and prepare off-site plan.
- ✓ TEIR II reporting-point of contact for all facilities (planning and reporting)
- ✓ TEIR reporting- review all submissions (paper or electronic) for accuracy
- ✓ TEIR reporting finalizes current facilities and makes contact with those other facilities that probably should be reporting to insure accurate reporting by all parties.
- ✓ TEIR reporting- Provide annual updates of planning to PEMA
- ✓ TEIR reporting-maintain the Off-Site Response Plan for planning facilities to create a truly meaningful document that is useful to the municipality's leader, local coordinator and emergency services.
- ✓ TEIR II – conducts site visits, act as liaison with the local municipalities and emergency services. Provide guidance on response capabilities planning and exercise.
- ✓ NIMSCAST reporting – Provide annual updates and document all changes as provided, annual rollups to be submitted to PEMA.

- ✓ Serves as the Planning section Chief during emergency operations center activation. Must be able to successfully complete the Planning Section Chief (PSC) class and all subordinated classes needs for the completion of the PSC.
- Prepare training schedules to comply with Act 165; determine appropriate courses, arrange instructors and use facilities; prepare brochure and send volunteers and municipal officials; provide on-site training on SARA Title III; coordinate scheduling of facility exercises for facilities covered by SARA Title II and volunteer services for local Emergency Planning and Committee; attend and observe exercise.
- Provide quarterly training for local coordinators and municipal officials offering a morning and evening session to accommodate various working schedules of the volunteers.
- Prepare assessment report to include incidents which occurred in county and analysis of the County's vulnerability current list of SARA facilities statements and status of County's training program.
- Annual; HAZMAT assessment- working with the coordinator develop and submit to the state.
- HMEP Grant- working with the coordinator and the administration manager, submit the initial application, track all related expenses, closeout the grant and submit the paperwork to the state for reimbursement.
- HMRF Grant- working with the coordinator and the administration manager submit the initial track all related expenses, close out the grant and submit the paperwork to the state for reimbursement
- Prepare agenda and attend Local Emergency Planning Committee (LEPC), coordinate activities of the subcommittees, serve as Chairperson or member of various committees.
- Interface with industry on issues relating to state and federal concerning hazardous materials.
- Local Coordinator- Provide training specific to the required duties of the municipality coordinator.
- Municipalities- consult on coordinator appointments, mitigation projects, training requirements and opportunities. Interface with the state on issues relating to public damage.
- Act as a point of contact to assist municipal EMA coordinators in issues of training certifications and planning.
- Evaluate training opportunities offered both by regionally and nationally.
- Provide training and guidance for emergency planning at day care facilities, personal care homes, skilled nursing center, foster homes, group homes and schools.
- Hazmat response- Coordinate hazmat response with the on-scene incident commander and have the ability to manage the incident for a prolong period of time. Work with local, state and federal agencies in accordance with ACT 165.

- In accordance with ACT 147, compile grant information, prepare narratives and assist with preparation of financial statements, coordinate training for radiological personnel: coordinate activities of the Emergency Operations Center i. e. follow directions of the Coordinator and provide pre-exercise briefings for participants attending training sessions for the nuclear power plant drill in the county.
  - ✓ Attend regional meetings for SSES, work with utilities and PEMA to update and test the county plan.  
Provide training and guidance to staff and volunteers during the OEC activation and drill. Participate in the BI-annual evaluated exercise.
    - ✓ Coordinate all resources and facilities utilizing mass care shelters and reception centers.
    - ✓ Coordinate training for Radiological Response Team.
- RERF Grants- Working with the coordinator and the administration manager, submit the initial application, track all related expenses, closeout the grant and submit the paperwork to the state.
- Radiological Equipment- arranges calibration as required, ship units and maintains records.

## JOB SPECIFICATIONS

Educations/Employment: Any combination of education and experience that indicates possessions of the skills, knowledge and abilities listed below. An example of acceptable qualifications for the positions is completion of the five to seven years of college level courses work and or specialized training and experience in the field of emergency management.

### **Knowledge**

- ✓ Thorough knowledge of the Emergency Management Laws and regulatory guidelines e.g. PEMA, FEMA and DCNR, title 35 the Emergency Management Code, ACT 165 (PEMA planning and Response ACT) ACT 147 (Nuclear Power Plant Emergency Response.)
- ✓ Thorough knowledge of Community Disaster Planning.
- ✓ Thorough knowledge of the County Geography.
- ✓ Thorough knowledge of department programs and services.
- ✓ Thorough knowledge of the National Incident Command System (NIMS)
  - ICS- 100
  - ICS- 700
  - ICS- 800
  - ICS- 200
  - ICS- 300
  - ICS- 400
  - Hazmat Operations 24 hour NFPA 472 certification

### **Skills**

- Typing and computer Keyboard Operations
- Computer Program Operations
- Basic Math Skills
- Ability to read, analyze and interpret technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals.
- Effectively present information and response to questions from the general public.

**Working Conditions:**

Work is normally performed on a regular schedule but frequently required working overtime or irregular hours and requires twenty-four hours on call status in the event of an emergency. Travel is required to attend training or meet various disaster planning teams. Work also requires responding to angry, frightened or upset people in the event of an emergency or disaster, or many involve exposure to hazardous substances when assisting facilities that store hazardous materials.

**PYSICAL DEMANDS**

Lifting and driving is required periodically, occasionally lifting 50 lbs and over. Standing during drills and training, working during extreme cold and hot weather may be required.

**DISCLAIMER:**

Classified descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties and skill requirements to perform the job.

**REPORT TO:** Emergency Management Coordinator (EMC)

Upon completion of required "Deputy Coordinator" training and certification by PEMA will act in the capacity in the absence of the Coordinator.