



City of Albany, Oregon
Human Resources Department
Job Classification/Position Description

1. CLASSIFICATION INFORMATION

Classification Title
City Emergency Manager/Safety Officer

Position #
20273-001

Department	Division
Fire	City Emergency Management

Location
City Hall

Position Status		
☒ Regular	☐ Temporary	☐ Seasonal
☒ Full Time	☐ Part Time	☐ On-Call

FLSA*
☐ Non-Exempt
☒ Exempt

* Pertains to the position's eligibility for overtime pay according to the Fair Labor Standards Act (FLSA).

Incumbent Name
Charles Perino

2. GENERAL DESCRIPTION OF CLASSIFICATION

a) NATURE OF WORK

Develop, recommend, and implement emergency management programs to ensure effective emergency services; plan, develop, and coordinate mitigation, preparedness, and response and recovery activities; work with private and public sector agencies to obtain a coordinated preparedness and response effort; plan and coordinate exercises to test planning documents; and present training and presentations. Administer City safety program; coordinate Citywide safety training, reporting, and records.

b) SUPERVISION RECEIVED/REVIEW OF WORK

Works under the general guidance and direction of the Fire Chief.

3. PURPOSE OF POSITION

The primary purpose of this position is to implement emergency management programs to ensure a safe community and to administer the City's safety program and represent the City during OSHA inspections; must work independently in administering areas of responsibility. Discretion is required in applying general goals and policy statements; in development of recommendations, policies, and procedures; and in resolving program issues.

4. ESSENTIAL FUNCTIONS/DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

a) DUTIES

Classification Function/Duty

1. Plan, coordinate, and oversee development of City emergency management and may function as Director of the City's Emergency Coordination Center or Safety Officer during an emergency incident.
2. Write grants to solicit funding for City Emergency Management programs.
3. Plan and implement emergency management public education endeavors.
4. Maintain compliance with local, state, and federal mandates, procedures, and emergency management related requirements for the City.
5. Plan for, write, and maintain the City's Natural Hazard Plan, Emergency Operations Plan (EOP), Debris Management Plan, Disaster Recovery Plan, and additional documents as appropriate.
6. Participate in community outreach planning for emergencies and assist with mitigation planning efforts and related documents.
7. Participate on the Linn County Emergency Management Council, Local Emergency Planning Committee, and all pre-disaster mitigation planning efforts for the City.
8. Conduct tabletop, functional, and full-scale exercises in accordance with EMPG, HSEEP, and City guidance; prepare exercise reports and after-action reviews; and provide instruction and conduct exercises with local Incident Management Team.
9. Provide state, federal, or other required data tracking related to City emergency management.
10. Maintain and exercise the City's Emergency Coordination Center (ECC) and communications equipment.
11. Provide City staff training related to emergency management and staffing positions throughout the ECC.
12. Review, plan, upgrade, and maintain City's Ham Radio System for use in the ECC.
13. Participate in the development and maintenance of the Linn-Benton Alert System for the City.
14. Maintain Continuity of Operations Plans for the City; evaluate existing plans; and make recommendations for improvement.
15. Host and attend relevant training and presentations.
16. Administer City of Albany safety program, including but not limited to: Chair of the Citywide Safety Committee; maintain and update safety manual and all safety policies and procedures in conjunction with the Human Resources Department; act as lead contact for OR-OSHA; represent City during OR-OSHA inspections; assist departments with safety compliance; maintain safety database, collect data, and file OR-OSHA annual reports as required; ensure adherence to all federal, state, and local safety laws; research innovative safety programs to better manage and control loss.
17. Coordinate Citywide safety training and development by teaching classes and/or through use of outside training consultants or internal subject matter experts, to include: blood-borne pathogens, lock out/tag out, confined-space entry, etc.
18. Coordinate annual hearing tests and maintain appropriate records.
19. Coordinate City's Hepatitis immunization program.
20. May represent City in hearings related to safety violations/issues, such as unemployment insurance claims and employee discipline arbitrations.
21. Assist other City departments, government agencies, and private sector agencies in coordinating their emergency response plans.
22. Build community partnerships when necessary and foster/maintain existing partnerships.
23. Maintain records of facilities, personnel, and equipment useful in a disaster.
24. Provide reports as required.
26. Serve as a member of various county committees related to emergency preparedness.
27. Assist other City staff in the performance of their duties pertaining to emergency preparedness.
25. Represent the City of Albany by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
28. Maintain regular job attendance and adherence to working hours.

29. Operate a motor vehicle safely and legally.
30. Establish and maintain effective working relationships with state and county officials and City department directors, managers, supervisors, and employees.
31. Establish and maintain effective relationships with external partners (EMS, Fire Departments, City/County Law Enforcement, Businesses, State Agencies, etc.).

The following duties are intended only as illustrative examples of the various types of work that may be performed by individuals in this position.

Position Function/Duty

b) SUPERVISION EXERCISED

Positions in this classification are responsible for the supervision of other employees in the organization. This position performs the following work in a supervisory role:

Yes/No	Duty/Responsibility	Number of Employees	Classification(s) of Employees
☐ Yes ☒ No	Hiring/Firing		
☒ Yes ☐ No	Train Others		City Staff
☒ Yes ☐ No	Plan Work		City Staff
☒ Yes ☐ No	Assign Work		City Staff
☒ Yes ☐ No	Review Work		City Staff
☒ Yes ☐ No	Approve Work		City Staff
☐ Yes ☒ No	Evaluate Performance		
☐ Yes ☒ No	Approving Salary Adjustments		

5. PHYSICAL DEMANDS OF JOB/POSITION

The physical demands described here (including lifting, mobility, movement, and manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a) PHYSICAL DEMANDS

In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculator, and telephones.

b) TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: personal computer and various software programs, calculator, phone, cellular phone, pager, base radio, copy and fax machines, motor vehicle, and other related tools and equipment. Employee is to use appropriate PPE when warranted.

6. WORK ENVIRONMENT/WORKING CONDITIONS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

a) WORK ENVIRONMENT/WORKING CONDITIONS

In the performance of the job duties, the employee will mainly be working in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions, and background noises. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The employee may occasionally be exposed to increased noise levels, noxious odors, and other hazardous conditions during safety inspections and investigations.

Occasional travel may include local and regional meetings, and occasional visits to work sites around the city.

This position may occasionally be required to work evenings and weekends.

7. JOB/POSITION QUALIFICATION REQUIREMENTS

a) EDUCATION AND EXPERIENCE

- Bachelor's degree in emergency preparedness and/or response, planning, communications, or related field, or equivalent training; and four years' experience in emergency management or response (fire, ambulance, or criminal justice) with an emphasis on Environmental Health and Safety, Industrial Safety, or Occupational Health & Safety.
- Experience in writing grant applications.
- Meet National Incident Management System training requirements for command and general staff.
- Completion of Federal Emergency Management Agency's Professional Development Series.
- Knowledge of OSHA regulations preferred.

b) KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the national, state, and local laws, rules, regulations, grant programs, and protocols.

Ability to apply this understanding in assisting with the coordination and implementation of comprehensive emergency management and homeland security strategies and programs and in assisting with ensuring that the City meets all state and federal planning requirements.

Ability to follow complex oral and written instructions.

Skill in writing, speaking, and listening in order to effectively communicate in a variety of situations for a variety of audiences.

Ability to assist with the creation or revision of grant proposals and emergency or contingency plans.

Knowledge of the National Incident Management System, the Incident Command System, and Emergency Operations Center (EOC) operational protocols.

Ability to assist in managing the interface between on-scene command activities, the ECC, multi-agency coordination centers, and area command structures.

Skill in conducting training for emergency management personnel and employees.

Knowledge of generally accepted safety practices and OSHA regulations.

Ability to design and present safety training (e.g., Blood Borne Pathogens).

Ability to organize, plan, and administer a Citywide safety program.

c) SPECIAL REQUIREMENTS

Must be 21 years of age or older at time of hire.

Possession of or ability to obtain a valid Oregon driver's license without record of suspension or revocation in any state.

Must pass pre-employment screening to include a thorough background investigation and drug screen.

Ability to read and write the English language; meet Departmental physical standards.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

8. OTHER/ADDITIONAL JOB INFORMATION

No additional information or special instructions are specified for this position.

SIGNATURES

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. The knowledge and skills are required for initial consideration. Abilities may be required for initial consideration, at any time during the selection process, or during a training/probationary period as a final stage of the selection process. No attempt is made to describe every KSA required for all positions. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job/position change.

_____ Charles Perino <i>Incumbent Name</i>	_____ <i>Incumbent Signature</i>	_____ <i>Date</i>
_____ Shane Wooton <i>Supervisor Name</i>	_____ <i>Supervisor Signature</i>	_____ <i>Date</i>
_____ Danette Jamison <i>Human Resources Director Name</i>	_____ <i>Human Resources Director Signature</i>	_____ <i>Date</i>

Date Revised: 06/2016