



Town of Rowe

Job Description – Emergency Management Director

Basic Function

Acting on the behalf of the Board of Selectmen, the Emergency Management Director assures town preparedness for all emergency and disaster events, coordinates planning efforts with local and regional emergency planning committees and advises the Board of Selectmen emergency planning issues and during emergency events.

Supervision

Works under the administrative and policy direction of the Board of Selectmen. Performs complex and responsible duties requiring the exercise of independent judgment to plan, administer, and coordinate emergency activities and operations.

Essential Duties and Responsibilities

The essential duties or responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Work with adjacent towns and with the Franklin Regional Emergency Planning Committee to form a larger, but geographically logical, planning group to develop a multi sector comprehensive emergency plan.
- Participate in statewide and national initiatives, training, and/or meetings as needed. (Quarterly Emergency Management Director's with MEMA and Quarterly Regional Emergency Planning Committee (REPC) in County)
- Establish and maintain emergency shelter.
- Survey Police and Fire Departments to determine needs for joint training projects and for equipment/resources and recommend actions to appropriate departments.
- Organize training for emergency response personnel as needed.
- Review Town Comprehensive Emergency Plan for appropriateness and assist in its periodic revision.

- Work with the town's administration to pursue grants and other funding for training and equipment.
- Coordinate and participate in training programs for the public on disaster preparedness and for emergency services personnel.
- Develop and maintain a communication system to warn the public of impending or ongoing emergencies.
- Organize a "citizen base" to provide check in of the health and well-being of others during/after severe storms, power failures, etc.
- Responsible for creating and contributing to a mutually supportive team work environment within the department, with residents and vendors and in interactions with all town departments.
- Use of all equipment, knowledge and ability to complete all tasks required to professionally perform the position.

Emergency Duties and Responsibilities

Coordinate and oversee emergency activities during town emergencies and advising the Board of Selectmen, which may include police, fire, and the Board of Health.

Evaluate emergency response during and after emergencies.

Coordinate the tracking of all man-hours, equipment and response costs used during emergency.

Coordinate the submittal of all costs associated with response to the Massachusetts Emergency Management Agency and the Federal Emergency Management Agency for reimbursement.

Work Environment:

Administrative work is performed under typical office conditions. The employee may have to respond to weather related and other emergencies, which is performed under field conditions with exposure to extreme weather conditions, loud noise, confined spaces, hazardous elements and traffic. The volume of work is subject to seasonal and weather related fluctuations, specifically including evening, night and early morning hours during storms and other emergencies.

The employee operates standard office equipment, computers and an automobile.

Performance of duties requires ongoing contact with other town departments and the general public.

Errors could result in personal injury, injury to others, monetary loss, delay or loss of service, or damage to equipment, or legal repercussions.

Recommended Minimum Qualifications:

- High School Diploma
- Valid Driver's License.
- Knowledge of, and experience with, emergency management systems
- Training in National Incident Management System including Incident Command System (FEMA Classes IS-700, Ics-100, Ics-200, Ics-300, Ics-400, IS 701, IS-702, IS-703, IS-800 and G-191), or ability to complete these courses within a timeline established by the Board of Selectmen.
- Understanding of emergency personnel training needs and equipment requirements.
- Proficiency with computer programs and technology as affects emergency management. Excellent communication skills, both oral and written. Ability to work effectively with others for joint planning and implementation. Ability to meet and work effectively with town boards, other governmental agencies, and the general public.
- Ability to interact in a positive and effective manner and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service. Must perform all aspects of job responsibilities with honesty and integrity.
- Some knowledge of the geography of the community.

Physical Requirements

Moderate to strenuous physical effort may be required to perform work in the field, with exposure to varied weather conditions. The employee is routinely required to stand, walk, run, reach, stoop, climb and operate vehicles. The employee is frequently required to lift, move, and/or push items weighing up to 70 pounds. Vision requirements include the ability to read routine and complex documents and operate motor vehicles.

The Town of Rowe is an Equal Employment Opportunity/Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

This position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements for the job change.