



## **Title: Emergency Management & Safety Coordinator**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy Chief – Human Resources Manager.

This classification does not supervise on a regular basis but may be asked to occasionally supervise and/or perform lead functions over volunteers, interns, temporary or seasonal employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree with preference to degree in Emergency Preparedness, Safety, or Industrial Hygiene or related field or equivalent.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** OSHA Instructor Certification and Certified Emergency Manager upon hire. Valid AZ Drivers License upon hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to coordinate citywide emergency response plans, safety programs, and to act as an emergency liaison for the City. Oversees the development of emergency preparedness plans; provides citywide emergency and safety training and hazard mitigation; collaborates with departments, local, state, and federal jurisdictions; serves on committees; attends meetings; assists with budget and grant funding requests; maintains and develops job hazard analysis; analyzes incidents and accidents; on call 24 hours a day, seven days a week.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<b>#</b>	<b>Essential Functions</b>
1	Develops, coordinates, and implements emergency management and safety programs to ensure preparedness for potential emergencies and to mitigate health, safety, and security risks for the City.
2	Coordinates risk management and safety programs. Reviews all accidents and injuries; conducts inspections; surveys City buildings to determine if safety regulations are being followed; reports unsafe conditions, equipment, and practices; makes recommendations.
3	Facilitates training to staff and the public on emergency preparedness and safety programs and initiatives; coordinates and assists with drills and exercises; documents appropriate processes; maintains compliance information and records; assists with emergency notification programs and technology.
4	Attends state, local, and regional meetings; participates on committees; provides assistance to staff and departmental safety staff representatives; conducts research; interprets and applies federal, state, and local policies, laws, and regulations.
5	Develops and maintains job hazard analysis; maintains documentation; creates and maintains reports; assists with budget and grant funding requests; adjusts written safe work guidelines or emergency plans as appropriate.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here 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.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, fax / scanner / copier, and related software, vehicle, digital camera.

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective eyewear, gloves, hard hat, safety vest, safety footwear.