



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in the Classified Non-Union Pay Plan:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Safety	Emergency Management	Preparedness Officer	X01- \$30,001.28-\$36,456.67/yr

Minimum requirements upon application:

- High School Diploma or GED with 1-2 years related experience in disaster service, mass care, volunteer recruitment and management or equal combination of education and experience.
- Must possess the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy (or be able to complete within 4 months of hire)
- Incident Command Systems – ICS 100, 200, 700 and 800 as required by the Emergency Management Institute (EMI) or obtained within 6 months of employment.
- Possess or ability to obtain CERT Train the Trainers certification IS-3127 and CERT Manager Program Course E-427 within 1 year of employment. ICS 300 & 400 or ability to obtain within 1 year of employment.
- This is a 40-hour position.

TO APPLY: VISIT OUR WEBSITE AT WWW.PAWTUCKETRI.COM . Download and complete a City of Pawtucket Employment application and submit your entire package to HR@pawtucketRI.com. Please include copies of diplomas, certifications required documentation in one package.

Application Period: June 11, 2019- June 17, 2019

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.

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CITY OF PAWTUCKET

Job Description

Job Title: Preparedness Officer
Department: Public Safety
Reports To: Director of Emergency Management
Salary: X01- Classified Non-Union
Prepared By: NDM
Prepared Date: 9/15
Approved By: SM
Approved Date: MAY 2019

SUMMARY

Develop, organize, direct and coordinate an overall Emergency Volunteer Program with oversight from the Director of Emergency Management for the City of Pawtucket, with the goal of saving lives and protecting property by maintaining emergency capabilities that mitigate, prepare, respond and recover from manmade or natural disasters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates all phases of the Emergency Volunteer program for EMA
- Assess the human resources needs for the Pawtucket Volunteer Services (PVS) for day to day operations and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organize the orientation and the induction of volunteers
- Work with the Director organizing volunteer rosters
- Identify and organize the training and education opportunities for volunteers
- Ensure all volunteers are recognized for their efforts
- Submit regular and ad hoc reports to the Director of Emergency Management
- Maintain all volunteer hours as directed on monthly basis in an electronic format
- Ability to tow and operate response trailers (up to 24')
- Other related duties may be assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A High School Degree or GED, or one to two years related experience, and/or training, or equivalent combination of education and experience. Experience in disaster service, mass care, volunteer Recruitment and management. Must possess either the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy (or be able to complete within 4 months of hire). Able to complete and obtain ICS 300 & 400 within 1 year of employment. The ability to obtain Incident Command System ICS, Train the Trainer certification within 1 years of employment. Can communicate effectively and has good interpersonal skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Ability to obtain ICS 100, 200, 700 and 800 and the Professional Development Courses as required by the Emergency Management Institute (EMI) within 6 months of employment
Ability to obtain CERT Train the Trainers certification IS-3127, complete CERT Manager Program Course E-427 within 1 year of employment. Able to receive ICS 300 and 400 within 1 year of employment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee frequently is required to walk, sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and

occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.