

EMERGENCY SERVICES ASSOCIATE**Nature of Work**

Under general supervision, performs entry level work in an assigned program area of the Office of Emergency Services by assisting in the coordination of basic emergency preparedness policy, regulations and methodology with local entities. Performs related work as required.

Distinguishing Characteristics

This is the beginning level in the series and is distinguished from the Specialist level by the assignment to limited technical areas rather than program or broad operational development and/or consultation. Problem resolution at this level is typically guided by standard procedures and/or precedents.

Examples of Work

Inspects, tests and repairs monitoring instruments and equipment.
Visits monitoring stations and community shelters throughout the State to exchange instruments and gather data.
Promotes local monitoring and reporting capability by assisting in the establishment of monitoring stations, encouraging the recruitment and training of monitors, and relocating existing stations, as necessary.
Maintains adequate records regarding inspection, maintenance, and calibration of instruments.
Assists in manning the State Office of Emergency Services during exercises and actual emergencies.

Knowledge, Skills and Abilities

Knowledge of established practices, techniques, and procedures in testing and calibration of instruments.
Knowledge of basic mathematics and physical science.
Knowledge of basic electronic principles.
Ability to use electronic test equipment.
Ability to read and interpret schematics and circuit diagrams.
Ability to communicate effectively both orally and in writing.

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: One year of full-time or equivalent part-time paid experience in electronics or instrument repair work such as radio and television repair, electrician, telephone lineperson, or electronic analytical automotive work.

Substitution: Completion of a recognized course of study in electronics from a vocational, technical, trade or military service school may substitute for the required experience.

OR

8871

EMERGENCY SERVICES ASSOCIATE (CONT'D)

Minimum Qualifications (cont'd)

Training: Graduation from a standard high school or the equivalent.

Experience: One year of full-time or equivalent part-time paid or volunteer experience in an emergency services area related to the assigned program area of the Office of Emergency Services.

Special Requirement: Must possess a valid West Virginia driver's license. Must qualify for a Nuclear Regulatory Commission License if assigned to the Radiological Maintenance Facility (RADEF) program.

AREAS OF ASSIGNMENT

Administrative Support Services

Communications

Operations and State Support Services

Radiological Maintenance Facility (RADEF)

Recovery and Local Support Services

Established: 8/19/93
Revised: 5/17/94, 3/12/04
Effective: 3/12/04