

EMERGENCY SERVICES SPECIALIST, SENIOR

Nature of Work: Under general supervision, performs advanced level work in an assigned program area of the Office of Emergency Services by planning and implementing emergency preparedness policy, regulations and methodology with local entities. May supervise clerical and professional staff. Performs related work as required.

Distinguishing Characteristics: This is the advanced level in the series and is characterized by responsibility for the conceptualization and development of a major program and/or operational systems.

Examples of Work

- Manages FEMA's emergency services and EPA's SARA Title III training and exercise programs for the state and local jurisdictions.
- Assists local jurisdictions in developing and evaluating simulated emergency exercises for preparedness training.
- Develops, implements and maintains Emergency Operations Plans (EOP's) for each of the counties in the State, and the City of Charleston.
- Advises local officials regarding proposed EOP's; and consult with them for purposes of identifying the jurisdiction's hazards and assessing their response capabilities.
- Responsible for the overall operation of the Radiological Maintenance and Instrument Calibration (RMIC) shop.
- Responsible for maintaining an inventory of the radiological instruments, scheduling instrument exchanges, and providing instruments and source sets for training classes.

Knowledge, Skills and Abilities

- Knowledge of federal and state regulations, laws, standards and statutes governing program or operational areas.
- Knowledge of governmental organizations, operation and resources.
- Knowledge of general plans and functions of emergency preparedness at local, state and national levels.
- Knowledge of established practices, techniques, and procedures in testing and calibration of instruments.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, public officials and the general public.
- Ability to effectively train all levels of students.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

EMERGENCY SERVICES SPECIALIST, SENIOR (CONT'D)

Minimum Qualifications (cont'd)

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: Two years of administrative or technical planning experience in a field related to the assigned program area of the Office of Emergency Services.

OR

Training: Graduation from an accredited four year college or university with a major in physics, health physics, radio-chemistry, nuclear engineering or radiation biology.

Substitution: Full-time or equivalent part-time paid experience as described below may be substituted for the training on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid experience in electronics, instrumentation, or a related administrative field.

Special Requirement: Must obtain a license to handle radioactive materials from the Nuclear Regulatory Commission within one year from the date of employment.)

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
Effective: 5/17/94