

EMERGENCY SERVICES DEPUTY DIRECTOR

DEFINITION OF WORK

The purpose of the position is to assist the Director in planning, directing, and coordinating a comprehensive emergency services program for the County. Employee in this classification assists the Director in preparing for the immediate use of all facilities, equipment, manpower, and other resources in response to emergency situations for the purpose of minimizing or preventing harm and damages to persons and property; and planning and directing the programs, operations, and services of 911 Center. Plans and manages the use of 911 Center resources and manpower; establishes 911 Center policies and procedures; and evaluates 911 Center operations to assess effectiveness and need for change. Serves as the Assistant Fire Marshal for Cumberland County; assists Fire Marshal in planning and directing all activities, staff, and resources pertaining to County enforcement of the mandated State fire code. Work includes establishing Department goals and objectives; managing the Department's resources; supervising staff engaged in inspection and enforcement duties; interpreting Fire Code; conducting hearings on fire code violation cases.

EXAMPLES OF WORK

Employee in this classification assists in managing Department staff; develops, maintains, and implements the County Emergency Operations Plans for response to disaster/emergency situations; coordinates staff for emergency operations center; advises and instructs various agencies in response plans, procedures, and assigned roles and responsibilities during emergencies; identifies evacuation routes and develops test of disaster plans; and develops and maintains guidelines on emergency notification. Confers with and counsels various emergency response agencies and other County and city departments. Responds to emergency incidents involving natural hazards, technological incidents, and search and rescue activities. In the event of an emergency, serves as a key point of contact for the County. Monitors and evaluates the work of staff and the operations of the Department. Ensures programs and activities meet applicable State and/or federal requirements. Prepares program papers, reports, documentation and other information. Assists in preparing and administering the Department's operating and E-911 budgets. Directs preparation of project applications, including justifications and oversees project implementation and completion. Establishes, maintains, and updates memorandums of understanding between the School Board, and various Human Services agencies and organizations for the designation and operation of emergency shelters. Reviews invoices and contracts; and reviews monthly departmental reports from supervisors, Fire Inspectors, and Emergency Management staff and administrative staff; reviews for potential problematic trends; and ensures programs emulate "best practices" and comply with operating standards; and performs related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Bachelor's degree in business administration or an emergency services related field and seven years of progressively responsible experience planning and implementing emergency services response plans and activities. Previous experience and/or training that include inspecting buildings, interpreting and enforcing fire codes and related requirements. Experience performing emergency dispatch work, including supervising staff; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, procedures, and policies of Cumberland County as such pertains to the performance of the essential duties of the position. Thorough knowledge of principles and practices of directing emergency services response programs to include developing response plans; coordinating manpower, resources, and efforts of numerous agencies and services; providing training; and performing related administrative functions. Thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position. Thorough knowledge of the organization of the department, and of related departments and agencies. Knowledge of the occupational hazards and safety precautions required to perform the essential functions of the work. Ability to establish and maintain cooperative and effective working relationships.

SPECIAL REQUIREMENTS

Certification as a North Carolina Emergency Management Coordinator IV. Due to situations where employees may be recalled to duty for emergencies, applicant must agree to maintain residence within a 30-mile radius of the Emergency Services Office. Residence must be established within 90 days of date of hire. Employee must be able to respond to specified emergencies or incidents on a 24-hour basis. Requires North Carolina Emergency Medical Dispatcher Certification and National Academy of Emergency Medical Dispatch Certification. Must have the ability to acquire certifications for Fire Inspector III and Hazardous Materials Responder I. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with working in both inside and outside environments, in extreme hot and cold weather, and exposure to odors, smoke, noise, wetness, humidity, bright or dim light, or toxic agents. Work may subject employee to compliance with final OSHA standards on bloodborne pathogens. Some tasks require ability to perform coordinated movements; ability to perceive and discriminate colors; ability to perceive and discriminate sounds; and ability to engage in verbal communications.

PHYSICAL REQUIREMENTS

Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and that may involve the lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20 -50 pounds).