

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: EMERGENCY PLANNING TECHNICIAN

TITLE #: 1272

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for assisting the Health and Safety Coordinator or **designated administrator** in the application of Federal, State and local emergency planning. An incumbent in this position informs participating districts and/or **municipalities** of regulatory changes and conducts workshops and training programs designed to assist the districts and/or **municipalities** in maintaining compliance with emergency laws and regulations. Work is performed under the direct supervision of the Health and Safety Coordinator or a **designated administrator** with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Health & Safety Coordinator or **designated administrator** in helping participating school districts or **municipalities** to implement changes and programs related to emergency planning;

Documents compliance with emergency laws and regulations and assists in completing reports as needed;

Conducts workshops, drills and other similar activities in order to keep participating school districts or **municipalities** current with changes in laws and regulations concerning multi-hazard approach to emergencies and Homeland Security issues;

Performs building inspections and completes assessments regarding potential hazards;

Creates digital floor plans to identify rooms, utilities, exits, etc., to aid in emergency response activities;

Assists participating school districts or **municipalities** in collecting all pertinent information from manufacturers and other agencies concerning resources needed and available for assistance during emergency situations;

Provides and/or organizes training and informational programs in conjunction with emergency response agencies for employees, students, parents, and community groups.

Conducts threat assessment, site evaluations for security and safety vulnerabilities.

When assigned to the Town of New Windsor:

May review Occupational Safety and Health and NYS Public Employer Safety Health regulations and applicability to local government.

May train and implement policy and procedures for compliance with regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of statutory and regulatory requirements relating to emergency planning in the schools **or municipalities**; good knowledge of multi-hazard approach to emergencies and Homeland Security issues; ability to read and interpret Federal, State and local laws, rules and regulations; ability to make inspections, analyze findings and determine corrective action; ability to communicate effectively both orally and in writing; ability to maintain effective working relationships; ability to work independently; computer literacy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Possession a Bachelor's degree or higher, and one (1) year experience in emergency management or law enforcement; OR
- (B) Completion of sixty (60) credits and three (3) years experience as outlined in (A); OR
- (C) Possession of a high school equivalency diploma and five (5) years experience as outlined in (A) and (B) above

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Possession of NIMS Certification may be substituted for one (1) year of required experience.

NOTE: Must possess and maintain a valid Driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 2/4/04 ms