

## **CITY OF FONTANA POLICE EMERGENCY SERVICES TECHNICIAN**

**DEFINITION:** Under general direction and supervision of Police Emergency Services staff, performs a variety of specialized duties and responsibilities assisting in the planning and coordinating of multi-hazard emergency preparation, response and recovery activities in support of the City's Office of Emergency Services.

**ESSENTIAL FUNCTIONS:** Duties may include but are not limited to, the following:

- Assists in the planning and formulation of disaster event management services, preparing and revising emergency plans and standard operating procedures, formulation of plan annexes; provides assistance to City and Police managers and staff participating in disaster event management activities.
- Assists in the planning, maintaining and coordinating the activation of the Emergency Operations Center, planning and coordinating training programs and classes for participants in City disaster event management services; creates and conducts disaster event management exercises; assists with all aspects of emergency response and preparedness activities.
- Develops interest in disaster management by representing the City to a variety of public and private organizations and agencies; compiles incident status information.
- Provides support to fire and hazardous materials response teams at incidents.
- Develops and provides effective training for first responders, in programs such as CPR / First Aid, SEMS / NIMS and emergency response related fields.
- Develops and provides effective training for volunteers and citizens, in programs such as CERT, CPR / First Aid and disaster preparedness.
- Develops and conducts public education presentations and demonstrations in areas of expertise in Emergency Management and/ or certification.
- Maintain records and prepare related reports for CERT, and other related volunteer programs.
- Attend and participate in a variety of meetings representing the Office of Emergency Services, both inside and outside the City.
- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Answer questions and provide information to the general public, the City or department staff concerning technical or statistical data relating to emergency response and management, investigate problems or issues and recommend corrective action as necessary to problem solve.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Plan, coordinate and carry out special projects as assigned.
- Coordinate unit activities with those of other departments and divisions and outside agencies and contractors.
- Work a flexible schedule that includes nights, weekends, and holidays.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks deemed necessary to carry out the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and in person assistance.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of education, training and experience which demonstrates possession and competency in requisite knowledge and abilities in the emergency management arena. The incumbent must have the knowledge of:

- Principles and Practices of Emergency Management preparedness, response and recovery activities.
- Pertinent Federal, State and local Emergency Management laws
- SEMS and NIMS
- Effective instructional techniques
- Modern office procedures, methods, equipment and computer hardware and software.

**EXPERIENCE:** Two years experience in emergency services related activities. Experience in a law enforcement environment is preferred.

**EDUCATION:** Completion of the 12<sup>th</sup> grade or GED, supplemented by college level coursework in the field of emergency management and planning or a closely related field. An AS/AA degree is highly preferred.

**SKILL IN:** Typing speed of 45 wpm.

**LICENSE/CERTIFICATION:** Possession of, or ability to obtain a valid Class C driver's license.

**SUPPLEMENTAL INFORMATION:**

Incumbents may be required to take specialized training and assist in response to emergencies. Incumbents may be required to work outside normal business hours. Incumbents will be required to pass an extensive background investigation.