

COUNTY OF SOLANO
EMERGENCY SERVICES TECHNICIAN

Est. 09/01

DEFINITION

Under general direction, assists the Emergency Services Manager in planning and coordinating multi-hazard emergency response and recovery activities in support of the County's Office of Emergency Services; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class assists with the development and maintenance of a multi-hazard response plan for the County's Office of Emergency Services. This class is distinguished from the Emergency Services Manager in that the latter has overall operational and planning responsibility for the County's Office of Emergency Services.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists in the planning and formulation of disaster event management services; assists in preparing emergency plans; assists in the formulation of plan annexes; provides assistance to County managers and staff participating in disaster event management activities.
2. Assists in planning, maintaining and coordinating activation of the Emergency Operations Center; assists in planning and coordinating training programs for participants in County and City disaster event management services; creates and conducts disaster event management exercises; assists the Emergency Services Manager with all aspects of emergency response and preparedness activities.
3. Develops interest in disaster management by representing the County to a variety of public and private organizations and agencies; compiles incident status information.
4. Provides support to fire and hazardous materials response teams; conducts tests of telecommunications, radiological, and other emergency operations equipment; develops and conducts training programs for emergency response personnel and presents public education demonstrations in areas of expertise and/or certification.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education, training and experience which demonstrates possession and competency in requisite knowledge and abilities. Typical qualifying education and/or experience would be:

Equivalent to two years of full time paid experience in emergency services related activities.

Knowledge/Abilities

Considerable knowledge of emergency response resources; emergency operations; planning exercise and drills; volunteer groups and their functions and integrated emergency management systems. Working knowledge of office procedures.

Ability to recognize and assist in evaluating potential disaster problems and recommend solutions; understand and apply local, state and federal rules and regulations governing disaster/emergency preparedness; develop and implement training programs; communicate effectively both verbally and in writing with people of various socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; understand program objectives in relation to departmental goals and procedures; maintain accurate records and document actions taken; gather and analyze data; prepare narrative reports and correspondence and communicate program objectives to the public.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION:

Independent travel is required.

Incumbents must be able to perform basically sedentary work.

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 may be required to pass a background investigation.

Department Head

Date